

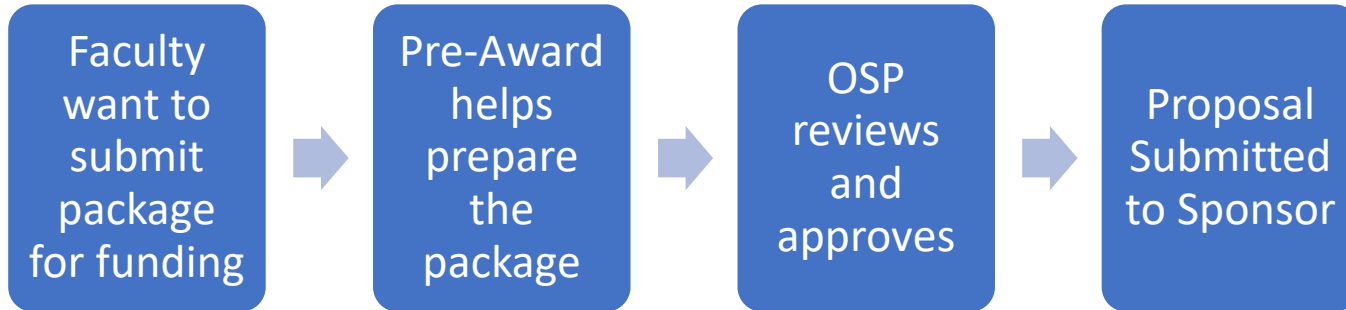
Pre-Award:

The connection to Office of Sponsored Programs

Roddy Smith, Grant Manager, Institute for Medicine and Public Health

Pre-Award includes **all** grant and contract items that are submitted to a Sponsor

- Proposals
- Budgets
- Just in Time
- Progress Reports
- Sponsor approvals (no-cost extension, pre-award spending, reduction in effort, etc.)



Submission Timeline

30 business days before deadline

- Faculty Complete Initial Notification survey (REDCap survey)

25 business days before deadline

- Faculty Complete Second PI survey (REDCap survey)
- Note: survey asks questions that Roddy is required to answer to set up award in COEUS*

15-24 business days before deadline

- Lots of communication between Roddy & PI
- Roddy will be Uploading information into COEUS to build application package
 - Budget
 - Subaward package requests
 - Special Review (i.e. Human Subjects)
 - Biosketches for all Key Personnel (including subs)

14 business days before deadline

- Final budget & Budget justification
- Final Subcontract Budget and Budget justification
- Final Human Subjects and Clinical Trial forms

10 business days before deadline

- Route application
 - Abstract draft
 - Final budget documents
 - HSCT form

3 business days before deadline

- Roddy uploads all final proposal documents into COEUS



What this does....

- Adds your request to Roddy's queue/workload
- Reviewed
- Roddy sends Second PI Survey (REDCap) for more information

What this does....

- Allows Roddy to set up award in COEUS system
- Initiates Communication with PI to develop application package

What this does....

- Allows Roddy to prepare proposal for routing and confirm no errors
- If errors, allows time to make corrections

What this does....

- Gets reviewed and approved by OSP
- Permits continuation of remaining package contents

What this does....

- Allows OSP to review and approve final package
- Route to PI for submission to sponsor

Who does what.....

Grant Manager – Roddy

- Assist PI with proposal development
- Coordinate with admin at subcontract sites for required items
- Develop application in Coeus including:
 - Budget
 - Required application documents and forms
 - Human Subject/Clinical Trial form
 - Prepare Coeus application for approval and submission
 - Route the application
- Upload all proposal package elements into Coeus
- Coordinate with OSP for changes and corrections
- Complete Other Support documents

Principle Investigator

- READ the guidelines for submission
- Follow the timetable required for submission
- Complete the REDCap surveys to be added to Roddy's workload
- Coordinate with all Co-investigators and/or multi-PI's to finalize overall plan
- Communicate with Roddy frequently
- Complete and send Roddy all required documents within timeline
- Write/Develop proposal narratives
- Send Roddy complete Biosketch
- When necessary, complete revisions in timely manner
- Review and submit the Final application package via required system (i.e. COEUS, Proposal Central, RWJF platform, email, etc.)

Office Sponsored Programs

- Provide expert advice
- Review of Applications routed in COEUS and send to PI for Submission
 - Confirm compliance with guidelines
 - Confirm compliance with VUMC policy
 - Review for package completeness
- Provide the VUMC Official Authorized Signature
- Submission of Progress Reports (RPPR)
- Submission of Just-In-Time or supplementary material
- Request Approvals
 - No-Cost Extensions
 - Decrease in effort
 - Pre-Award Spending

Contacts

Grant Manager

Roddy Smith

Roddy.smith@vumc.org

*primary contact after submission of surveys via REDCap

IMPH Pre-Award Team

imphpreaward@vumc.org

*shared inbox that is seen by IMPH Pre-Award team. Emails are re-directed to assigned grant manager

*resource when Roddy is out of the office