Lindsay Grasser, Director
Morgan Edwards, Interim Pre-Award Manager
Research Administration
Department of Medicine (DOM) / Department of Family and Preventative Medicine (DFPM)
2.1.2024
Policy Effective for proposal intent
notifications received on or after 1.1.2024
(DFPM effective 1.19.2024)
### Pre-Award Assignments as of 1/2024

These will be reviewed annually and adjusted as appropriate.

**Annual Review Starting Feb 2024 and assignments may change.**

<table>
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<tr>
<th>TBD</th>
<th>Sherly Castillo</th>
<th>Colleen Branch</th>
<th>Monet Jackson</th>
<th>Jane Dillavou</th>
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<tr>
<td>• Infectious Diseases (E-K)</td>
<td>• Cardiology (A-D)</td>
<td>• Nephrology</td>
<td>• Cardiology (N-Z)</td>
<td>• Infectious Diseases (A-D)</td>
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<td>• Pulmonary (A-I)</td>
<td>• Infectious Diseases (L-Z)</td>
<td>• Endocrinology</td>
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<td>• FPM – split based on workload</td>
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<td>Seven Aaron</td>
<td>CaDeidre Washington</td>
<td>Lesa Graham</td>
<td>Julie Wammack</td>
<td>Kristin Cox</td>
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<tr>
<td>• Digestive Diseases</td>
<td>• Industry Funded Clinical Trials</td>
<td>• Cardiology (E-M)</td>
<td>• Primary Care</td>
<td>• General Medicine</td>
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<td>• Rheumatology</td>
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<td>• All IPAs/MOUs</td>
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<td>• Immunology</td>
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<td>• FPM – split based on workload</td>
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Sponsored Award Lifecycle

- Find Funding Opportunity
- Prepare and submit proposal
- Award set up and award administration/management
- Fully execute award
- Award closeout

SPONSORED PROJECTS LIFE CYCLE
Role of a Pre-Award Administrator

- Review Solicitation (FOA, RFP, etc.) and provide checklist of required files, referencing appropriate formatting templates and/or guidelines.
- Develop timeline for proposal submission, outlining due dates for technical and administrative shell files.
- Provide assistance with budget preparation and justification, once line items have been provided by the PI/Project Team.
- Coordinate with subrecipient institutions.
- Review administrative shell files for appropriate formatting and any necessary compliance components.
- Assemble the proposal application via the appropriate mechanism (Cayuse, sponsor portal, compiled PDF for email submission, etc.).
- Route full proposal and budget for internal review and approvals.
- Coordinate with OSP on final submission to sponsor.
Pre-Award Introduction and Overview

1. PI (or delegate) Submits DOM Intake Form Requesting Assistance
2. Pre-Award Provides Checklist of Required Files with Timelines and any Available Templates
3. PI/Project Team provide finalized files to Pre-Award for review and compilation into full proposal submission.
4. Pre-Award Routes EPEX to OSP (intermediate workflow may vary)
5. Direct Federal: OSP submits to Sponsor Subrecipient: OSP sends signed letter to Pre-Award for submission to Emory’s Sponsor
Administrative Shell Files
(Will vary by sponsor – NIH Example)

- Abstract/Project Summary
- Budget
- Budget Justification
- Equipment
- Facilities
- Biosketches
- Resource Sharing Plan
- Data Management and Sharing Plan
- Project Narrative

If Applicable:
- Letters of Support
- Subrecipient Full Proposal
- Cover Letter
- Foreign Justification
- Human Subjects Form and Study Record Attachments
- PHS Assignment Form
- Multi-PI Plan
- Vertebrate Animal File
- Authentication of Key Biological and Chemical Resources
- Consortium Arrangement
- Introduction
Science Files
(will vary by sponsor – NIH Example)

- Specific Aims
- Research Strategy
- References
Goals with this Initiative

- Enhanced Collaboration and Partnership
- Stress-free Submission Days
- Dedicated, quality reviews for every application
- Transparent communication
Deadlines/Timelines

**PI Timelines**

- **Notification of Intent to Submit:** 3 weeks prior to the Emory deadline at minimum*
- **Provide Pre-Award Finalized Administrative Shell Files:** 10 business days prior to the sponsor deadline.
- **Provide Pre-Award Finalized Science Files:** 3 business days prior to the sponsor deadline.
- **Review and Approve Final Proposal PDF sent by Pre-Award**

**Pre-Award Timelines**

- **Provide checklist and timelines:** 5 business days from receipt of intake form
- **Review finalized Administrative Shell files provided:** 2 business days from receipt and route EPEX record by 7 business days prior to submission.
- **Review finalized Science files provided:** Immediately (as able; same day) upon receipt. Send PI PDF proposal file to review.
- **Notify OSP Final Proposal is ready for submission.**

*1.5 months for proposals with subrecipients and/or committed cost share. Emory’s deadline would be the date our proposal is due regardless of if we are submitting a subrecipient and the prime deadline is later.*
DOM Simplified Proposal Submission Deadline

7 Days EPEX routing Administrative Shell Only

3 Days OSP routing Administrative Shell + Science

Sponsor Deadline

3 weeks PI notifies re: Intent to Submit via Intake Form

10 days PI provides finalized administrative shell files

Proposal Work-Flow
EPEX Routing Overview

1. Administrative Shell files finalized and provided to pre-award for review and compilation into proposal package.

2. Pre-Award routes to PI and Departments via EPEX for review.

3. Pre-Award Manager holds application until appropriate files are received and the EPEX form is ready to move forward.

4. If applicable based on proposal elements, admin shell compilation routes to SOM/VA/OCR before OSP.

5. Final Application is routed to OSP for final review and submission.
Deadline Exception Request Process

Submit Exception Request Form here.

- Link can be found in all pre-award staff’s signature blocks and on the DOM Research Administration website: https://med.emory.edu/departments/medicine/research/support-programs-resources/dom-ras.html
Escalation Process

If you are not receiving responses to your email communications or files submitted, please escalate per the below.

Pre-Award Response Expectations Summarized:
- Pre-Award Administrator should acknowledge receipt of emails within 1-2 business days.
- Checklist and timelines should be provided within 1 business week of intake form receipt, unless you agree to an alternative timeline with your assigned administrator.
- Files provided will be reviewed within 2 business days.
- EPEX routing will be initiated 7 business days prior to the deadline, assuming all required files were provided to the pre-award administrator by the 10-business day deadline above.
How do I get started?

- Submit the DOM Intake Form to your assigned pre-award administrator, completing as much as possible related to your application.
  - Clinical Trials do not require the intake form; however, the OCR submission form and all required attachments, including protocol approvals (IRB), should be provided to the assigned CT Pre-Award Administrator for routing.
- If your application will involve subrecipients, provide your technical counterpart’s contact information, as well as the grants manager counterpart contact info for Pre-Award.
FAQs

Q. Where do I find my assigned administrator?
A. Pre/post assignments can be found here
https://med.emory.edu/departments/medicine/_documents/dom-ras-assignments.xlsx

Q. Who do I contact for my Other Support document?
A. domraspreaward@emory.edu noting the submission tied to the request and the deadline.

Q. When can I expect a response?
A. Within 2 business days, though often sooner. Escalations can be sent to the Pre-Award Manager and/or Director. See escalation slide.
Helpful Tips and Info

- Prime sponsor refers to the main sponsor providing the funding. If Emory is going to be listed as a subrecipient on an application, Emory’s sponsor is the lead institution we’re submitting to, and the prime sponsor is the organization Emory’s sponsor is submitting to.
  - Deadlines are applicable for Emory’s submission to the lead institution, not the prime sponsor’s deadline.
  - Ex: Emory is submitting a subrecipient proposal to Georgia Tech and Georgia Tech will be submitting to NIH.
    - Prime Sponsor: NIH / Emory Sponsor: Georgia Tech

- Any quantifiable percentages or dollar amounts referenced in applications that are not included in the requested budget are considered cost share and should be removed unless specifically required in the solicitation and/or approved by SOM.

- Patient Care costs need to be clearly identified and grouped together at budget draft onset, so they are appropriately budgeted, as these costs do not incur overhead on NIH awards.

- Capital Equipment is a tangible piece of equipment with a useful life of more than one year and an acquisition (or fabrication cost) of $5,000 or more per unit. All non-capital equipment will be budgeted under other direct costs, most often supplies.
Resources

❖ DOM Key Contacts:
  ❖ Lindsay Grasser, DOM Director
    ❖ Lindsay.Grasser@emory.edu; 404-712-9207
  ❖ TBD, DOM Pre-Award Manager
    ❖ Domraspreaward@emory.edu; 404-727-1636
  ❖ DOM Website with Updated Assignment List
    ❖ https://med.emory.edu/departments/medicine/research/dom-ras.html
  ❖ Other Support Information and Guidance
    ❖ https://med.emory.edu/departments/medicine/_documents/ras-os-process-resources.pdf
Questions