

JABSOM Grants Development Office (GDO)
and
ORS Kaka'ako Satellite Service Center (ORS - Kaka'ako)
October 2010

Policy for Proposal Submission at JABSOM

I. RESPONSIBILITIES OF DEPARTMENT CHAIRS AND PRINCIPAL INVESTIGATORS

All proposals must be reviewed and endorsed in writing (Signature on Form 5) by the Chair of the Department or Unit Director to which the Principal Investigator (PI) is assigned prior to submittal to JABSOM Grants Development Office (GDO). By allowing proposals to advance to the GDO, department chairs or Unit Directors certify that in the event that the proposed contract or grant is awarded, all related commitments of JABSOM resources including funds, space and cost sharing FTEs, are the responsibility of the department or unit. Fiscal review should be done at the department or unit level. Departments without fiscal officers are encouraged to consult with the JABSOM fiscal office as necessary.

In the “**early phase**” of proposal development, the PI should work with their Unit Directors or Department Chairs to agree on cost sharing as well as documentation of institutional support for the proposal.

PI is responsible for the following before submission to GDO:

- A. PI must be a UH-Board of Regents appointee
- B. Review full proposal for compliance with proposal application guidelines
- C. Review Budget & Justification
 - 1. Confirm Salary and Fringe rates
 - 2. Track FTE, Cost-sharing & all commitments

II. INTENT TO SUBMIT PROPOSAL – Advance Notification

Prior to the grant development process, submit an Advance Notification to ORS and GDO via the online notification system (<http://www.ors.hawaii.edu/advance-notification.asp>) outlining the “intent to submit a proposal.” The following information is requested:

- A. Name of PI
- B. PI email address
- C. PI campus
- D. PI college and department
- E. Sponsor/Agency submitting to
- F. Link to Solicitation or RFP
- G. Submission Deadline
- H. Additional notes/comments – Information can include: Restrictions of RFA (cost matching, institutional support, number of applications per institution, etc.). If this is an NIH submission, specify the application type (R01, R21, etc).

III. STANDARD REVIEW AND SUBMISSION

- A. The PI should schedule with their Unit Directors or Department Chairs (suggested - at least 2 - 3 days) to review their proposals prior to submittal to GDO.
- (1) Unit Directors/Department Chairs will:
- (a) Review budgets for salary and fringe rates, FTE commitments (which may include cost sharing), other resources and institutional support for the proposal.
- B. Submit a hard copy of the final application packet to GDO **FIVE (5)** working days prior to submission deadline.
- (1) GDO will review the documents on behalf of the Dean (Dean's Review) to include:
- (a) Review budget and justification to ensure accuracy and consistency with the proposal
 - (b) Check for properly documented JABSOM commitments & cost-sharing (e.g. JABSOM funds, FTE, space, etc.)
 - (c) Obtain Dean's signature on ORS Form 5 and related forms

At the conclusion of the Dean's Review, the final electronic copy of a Grants.gov application should be uploaded on the ORS website: <http://www.ors.hawaii.edu/ors-grants.gov-proposal-upload.asp>. **The electronic copy must be uploaded no later than TWO (2) FOR NON-NIH and THREE (3) for NIH business days prior to the deadline.**

- (2) ORS will:
- (a) Review for completeness of Form 5, and related forms; verify current Facilities & Administrative rate (i.e. Indirect Cost); legal risks, research compliance and/or notification; properly documented subcontractor commitment(s); properly documented UH commitments outside JABSOM
 - (b) Review application to ensure that forms are completed for either electronic or paper submissions, the attachments are appended properly and in total the application is ready to be submitted minimizing errors/warning messages
 - (c) As necessary, contact the sponsor for clarification regarding application requirements and submission procedures
 - (d) Per sponsor's requirements submit application through Grants.gov or other electronic portal, or in the case of paper submissions, return the application to the PI for mail via express carrier to ensure timely delivery
 - (d) Communicate with PI about submission process, including forwarding of confirmation by email relevant to each step of the submission process
 - (e) Monitor application for warnings/errors, work with the sponsor and their technical contacts to conduct corrections, and facilitate corrections of errors with PI
 - (f) Re-submit if necessary
 - (g) Input proposal data into ORS Database for tracking and reporting to the Board of Regents

- (h) Submit supplemental application materials to the sponsor on PI's behalf, including NIH Just-in-Time reports
- (i) Review, approve, and submit NIH non-competing SNAP continuation progress reports for incremental funding
- (j) Monitor sponsors' funding decisions and notify the PI accordingly

C. Five days is the absolute minimum to submit the final documents—less than the required five days will incur considerable risks:

- (1) Grants.gov reserves two business days prior to a deadline to forward the application to the funding agency (such as NIH). Some agencies reserve up to two weeks to check the application for errors and/or warnings, which may require proposal re-submission. Applicants are highly encouraged to submit in advance of the due date to take advantage of the opportunity to correct errors and warnings.

It takes up to two days for NIH eRA Commons to check applications for errors. NIH no longer allows changes to the application after the deadlines. To ensure the application is submitted accurately and timely through grants.gov, it is in the PI's best interests to upload an NIH application to ORS' website at least three business days prior to the deadline so that ORS will be able to submit and correct the errors not only from Grant.gov but also from NIH eRA Commons before the deadline .

- (2) To avoid last minutes rush, PI must take into consideration of the risks that could jeopardize timely submission such as Corrections of Errors/Warnings, peak deadline periods, and/or computer/network problems will significantly delay submission, possibly beyond the deadline and could result in agency denial of application.
- (3) ORS will re-submit, if necessary, but depending on complications or delays, cannot guarantee that the grant submission will occur to meet the agency deadline.

IV. OTHER SERVICES AVAILABLE

Submit to GDO three weeks or more¹ prior to submission deadline. More lead time is needed for program or infrastructure grants. Note: the level of support provided to any investigator is dependent upon the request, available resources, and individual negotiations.

In addition to Standard Review and Submission procedures, GDO can:

- A. Coordinate the total grant package
- B. Prepare budget
- C. Prepare Biosketches
- D. Obtain letters of support
- E. Assist with grant writing and editing (more lead time required)
- F. Contact sponsor as necessary
- G. Communicate with ORS to facilitate timely submission of the application to the funding agency

¹ More time may be required, depending upon what is requested and prior commitments to other investigators. Please allow ample time for GDO assistance, particularly during periods when numerous grants are due simultaneously.

CONTACT INFORMATION

JABSOM Grants Development Office

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Tammy Ho	Research Administrator	692-1801	tamho@hawaii.edu jabsom-grantdev@hawaii.edu

ORS Kaka'ako Satellite Service Center

Name	Position Title	Phone #	<u>Email</u>
Jennifer Halaszyn	ORS- Kaka'ako site Contracts and Grants Manager	692-1807	jhalaszy@hawaii.edu

Please direct questions regarding this policy to Tammy Ho at tamho@hawaii.edu or Jennifer Halaszyn at jhalaszy@hawaii.edu.