**Grant Application Submission Workflow**

**APPLYING FOR A GRANT**

The grant application submission process requires the participation primarily of the department, and Sponsored Programs. At times, it could involve other departments of the institution. The attached workflow document outlines the roles and responsibilities of each in this process. It presents an overview of the process involved with the completion and submission of a grant application to an external agency. Sponsored Programs (SP), a unit under the Office of Sponsored Research Administration (OSRA) provides support to the departments in the completion of all applications submitted for funding consideration.

**All applications, including consortium arrangements, submitted for extramural funding, regardless of the mechanism of submission or the sponsoring agency, should be reviewed by SP.**

**Pre-Proposal Phase:**

1. **NOTIFICATION OF INTENT TO SUBMIT APPLICATION (revised)**

The intent to submit an application is the first step in this process. If you do not have the latest form, please contact your administrator in Sponsored Programs.

The purpose of the form is to:

* Inform the appropriate persons that you are applying for a grant either as MSM being the prime submitter or as being the subawardee with another entity.
* Alert the Sponsored Programs unit of the pending submission for workload balance.
* Capture the following information:
  + Focus areas (Cardiovascular, Neurobiology, Diabetes, etc.)
  + Function category (research, public health, etc.)
  + Internal Co-Investigator(s)
* Determine the type of submission (new, renewal, subaward)

After completion of the Intent to Submit Form, forward the document to [osra@msm.edu](mailto:osra@msm.edu), department chair and administrator. You should also email as a notification to all other appropriate parties to include the departmental personnel of any collaborating investigator from another department. The notification will allow Sponsored Programs time to ensure that there will be adequate personnel available to review the application before submitting to the agency.

Roles and Responsibilities:

Principal Investigator:

Obtain the form, complete, and forward to Sponsored Programs (SP) and other appropriate staff.

SP:

Review the form, obtain any missing information, and enter the preliminary information in the database.

1. **PROPOSAL PREPARATION PHASE**

The preparation of the application is crucial to the review and submission process. Please follow the agency specific guidelines and instructions. Most agencies are quite specific in the formatting requirements. Not meeting these requirements will deem the application as non-responsive.

1. Obtain a copy of the sponsor’s guidelines/instructions and program announcement and use both as a guide in preparing the application.
2. Submission methods
3. For NIH, use the ASSIST method for submission unless it is not a choice.
4. For all others, refer to the program announcement for specific instruction on the submission package and process.
5. If using the adobe package, ensure that you have the correct software version that is downloadable from the grants.gov website.
6. Preparation of electronic applications will vary depending on the agency so review the guidelines for specific instructions.

Roles and Responsibilities:

1. Principal Investigator:
   1. Decide on the funding opportunity
   2. Work with department staff in completing the application package
   3. Providing the attachments required for the submission
2. Department/Administrative
   1. Provide administrative support to the PI such as completing the proposal form pages
   2. Uploading the attachments to the application
   3. Review budget and justification
3. Sponsored Programs
   1. Act as a resource to PI and department personnel during preparation
   2. Create eRA Commons accounts, when needed
   3. Submit proposal to agency
   4. Provide assistance in correcting errors, if needed

**Roles/Responsibilities**

**Non-Scientific Elements**

**Department Personnel**

-Application form pages

-Obtain F&A rate agreement, when requested

-Upload attachments

**Principal Investigator**

-Biographical Sketches

-Facilities and Resources

-Multiple PI Leadership Plan, if applicable

-Cover Letter, if applicable

-Introduction to Application, revisions and resubmissions only

-Progress Report Publications, resubmissions only

-Resource Sharing Plan

-Bibliography and References

-Equipment

-Other Attachment, refer to agency guidelines

-Planned Enrollment Table, when applicable

-Budget Justification

-Consortium Justification

-Consortium F&A rate agreement when F&A is requested

**Scientific Elements:** Forward these scientific elements, in WORD, to Ms. Angela Wimes, Editor and Information Manager.

**Roles and Responsibilities**

**Department Personnel**

-Upload attachments

-Obtain Commitment Documents

-Letters of Support

-Intent to Enter a Consortium Arrangement document

**Principal Investigator**

**Prepare the following documents**

-project summary/abstract

-project narrative (formerly called Relevance)

-specific aims

-project narrative or research strategy depending on agency definitions

**Editorial Assistance**

-PI forward elements to Ms. Wimes (at least 10 working days prior to the due date)

**Other Scientific Elements, if applicable**

-Human Subjects

-Vertebrate Animals

**Conflict of interest**

For all federal funding, the Financial Conflict of Interest Disclosure Form is required through COI Smart prior to submission.

The Financial Conflict of Interest training requirement is every 4 years.

**DEVELOP BUDGET AND JUSTIFICATION COMPONENTS**

The guidelines and instructions give directions on allowable and unallowable costs. Be mindful of these costs considerations as the budgets are being prepared. Each agency has its own set of guidelines for the preparation of budgets and justification. Please become familiar with those guidelines to prevent a delay in processing.

The budget and justification should be prepared in conjunction with the departmental administrator. The appropriate departmental personnel must approve all budgets.

Prior to the submission of the application, secure approval of the budget and justification from the department administrator, if applicable. After department approval, forward the budget and justification to [OSRA@msm.edu](mailto:OSRA@msm.edu). This will aid in identifying any budget

issues that can be resolved prior to initial review of the completed application.

**Roles/Responsibilities**

**Department Personnel/PI**

-Assist PI with the creation of the budget and justification

-Obtain F&A rate agreement, when applicable

**Sponsored Programs**

-Reviews and approves budget prior to submission

**Human Resources**

-Salary information for all new positions

**Budget Types**

-Determined By Program Announcement/Agency

MODULAR BUDGETS (used only by NIH)

Depending on the program announcement, a modular budget may be required.

Additionally, a detailed budget should be completed and forwarded to your department administrator and to SP for review and approval. The detailed budget will not go forward with the application, but will be used as a guide in the calculation of indirect costs and to ensure that the appropriate number of modules have been requested to support your application. The detailed budget also informs the institution of the overall budget related needs of your project.

**Do not complete the SF 424 Research & Related Budget in the electronic application.**

**The SF424 Subaward Budget is not included when submitting a modular budget.**

DETAILED BUDGETS

The program announcement will state whether a detailed budget would be required for the submission. Often a direct cost limitation is applicable and prior approval to exceed that limitation is required – check the announcement. If submitting a detailed budget, please submit to your department administrator for review and approval.

PERSONNEL: (revised)

**Human Resources Department will no longer validate/verify personnel salaries. They will only provide salary information for new** positions. If there is a proposed position not currently supported at MSM, contact HR for assistance in identifying a title and salary range.

Department Administrators are responsible for the verification of all salaries on proposal applications.

Fringe Benefits

Because fringe benefits may vary, it is important to use the correct rates for the proposed period of performance and for the appropriate employee class.

Cost Sharing

If cost sharing is a mandatory part of your application, include the documentation with your application.

Facilities and Administration (F&A) (also known as Indirect Costs)

The application guidelines provide instructions as to whether F&A costs are allowable. If the application submitted is to a federal agency, the negotiated rates apply. For all other submissions, refer to the program guidelines as to the applicable rate. The program announcement will normally state whether the intent of the application is research, training, or other sponsored activities.

Off-Campus

For all applications submitted to a federal agency, the off-campus rate is applicable only if rent is a direct charge to the grant.

F&A Waiver

If there is a need to request a waiver of the F&A, either in total or in the rate itself, a request must be submitted to your Chair and to the Vice President, Executive Vice Dean for approval prior to submission.

**ATTACHMENT FILE TYPES**

For electronic submissions, the program instructions will state the file types that are acceptable for any attachments. The system generates an error message if there is an incorrect file type included in the electronic application.

**PROPOSAL REVIEW AND SUBMISSION OF APPLICATION**

The applications will undergo a final review. This will facilitate corrections prior to submission. All corrective actions are to be made prior to the submission.

Once all the issues have been resolved/corrected, the application is then submitted.

Submission of Applications

The submission of applications is in accordance with sponsor guidelines.

**Roles and Responsibilities**

**PI/Department Personnel**

**-assemble an error free application**

**-notify SP that the application is ready (based on submission method)**

**Sponsored Programs**

**-reviews and submit applications to sponsor**

**ELECTRONIC APPLICATIONS – GRANTS.GOV**

**Many agencies use grants.gov as their submission portal. However, each agency has different criteria as it relates to correcting errors, viewing windows, and submission times. You should refer to your particular program announcement for guidance.**

**NIH**

NIH has eliminated the two-day error correction window for all submissions. The submission, validation, and reviewing of all applications must be completed by the due date at 5:00pm. If you submit your application prior to the due date and, upon review, an error is detected the application can be corrected and resubmitted before the due date and time. Contact SP for the assistance on the resubmission. Your completely assembled application will be available via the Commons.

**OTHER FEDERAL AGENCIES**

Please refer to the program announcement for specific information relative to their submission times, error corrections and other requirements.

**OTHER MECHANISMS OF SUBMISSIONS**

In addition to grants.gov, there are other ways of submitting grant applications for extramural funding to an agency - paper, e-mail, and agency specific electronic submission sites. Each agency has prepared its own guidelines and instructions that will dictate the application’s format and submission. Following these guidelines and instructions as you prepare your application will alleviate corrections during the review process.

**Paper**

After the final review by SP, the authorizing official signs the face page. The department is responsible for mailing the application to the agency. Please ensure that SP has a copy of the final application.

**Electronic Submissions via email**

For submissions via email, the PI/Department staff will be included on the submission.

**CONFIRMATIONS**

After an electronic submission, SP will forward a copy of the confirmation to the PI, department chair and administrator.

The Sponsored Programs database houses all of the basic application information.

Related Documents

If any of these related documents are required, please contact your sponsored project administrator.

-Intent To Submit Form

-MSM Information Profile

-Facilities and Administration (F&A) Rate Agreement

-W-9

-501c3 (non-profit) Documentation

**INSTITUTIONAL REVIEW BOARD – TRAINING AND EDUCATION**

NIH MANDATE FOR TRAINING IN HUMAN SUBJECT PROTECTION

Collaborative Institutional Training Initiative (CITI)

For more details, contact the individuals below.

Brenda Klement, Ph.D., Chair – 404-752-1634

John C. Smith, MSW, CIM, Manager – 404-752-1973

Patricia Winfield, Administrative Secretary - 404-752-1102

**REGULATORY COMMITTEES**

For details on all the regulatory committees

**FUNDED APPLICATIONS**

The offices of SP and Grants and Contracts work together in the award set-up and grant administration of a funded application.

**Websites:**

[www.nih.gov](http://www.nih.gov)

Program Announcement

Policy Statement

Recent Notices

Forms – not included in the package

[www.grants.gov](http://www.grants.gov)

Application Download

Tracking

Program Announcement

[SF 424](http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerB.doc) Instructions

eRA Commons - <https://commons.era.nih.gov/commons/>

eRA Commons PI account profile (contact SP personnel to create an account)

View applications to certain agencies (NIH)

Obtain Notice of Awards (NIH, AHRQ, SAMHSA, etc)

Submit progress reports (if applicable)

Perform closeout deliverables

Submit Just in Time (JIT) documents