Submission Process
Pre-Award Division
Workflow for Department Personnel (PI and DA or grant manager)

1) PI notifies Pre-Award division through email via researchgrants@downstate.edu that there will be a submission. Email should contain the following information:
   a. Funding Opportunity Announcement (FOA) number
   b. Due Date
   c. List of study personnel
   d. List of consortium sites (if applicable)

2) Sponsored Projects Associate/Assistant will:
   a. Prepare personnel budget
   b. Confirm consortium FCOI
      i. check FDP Clearinghouse for sites FCOI confirmation
      1. http://sites.nationalacademies.org/PGA/fdp/PGA_070596
      ii. If none, send PI “Subk FCOI Certification” form to PI,
      iii. Send PI Subcontract Proposal Facesheet for subrecipient site
      iv. Check SAM and the debarred list for all sub-k employees
   c. Subrecipient vs. Contractor decision tree to be confirmed with PI
   d. spA will return personnel budget and Sub-k paperwork (if applicable)

3) PI will revise budget and return with budget justification for final review while continuing to work on application

4) Sponsored Projects Associate/Assistant will review the budget and justification:
   a. Is this a drug study?
      i. IF “Y,” PI to obtain Pharmacy Cost Estimate from Res Pharmacy and include on budget
   b. Is this an animal study?
      i. If “Y,” animal costs (purchase + per diem rates) should be on budget
   c. Are there consortium sites? If “Y,”
      i. review the budgets against sub-k facepages (or institutional letters) for all costs
      ii. Is sub-k budget greater than 49% of total cost? If “Y,”
         1. Request PI prepare the sub-k risk assessment form
   d. Has the PI identified Cost-Share?
      i. If “Y,” prepare CS budget
   e. Send PI confirmation of approved budget or request revisions as necessary
      i. Continue this process until budget and justification are final

5) PI to finalize budget and continue with the rest of the application

6) PI to prepare signature worksheet and cost share template (if applicable)
   a. route to Department Chair for signature (this should be accompanied by budget, abstract and any other documents required by Chair)

7) PI and research team to complete COI requirements in FCOI-SMART
   a. Annual and transactional questionnaires and COI training

8) PI to send complete application
9) Sponsored Projects Associate/Assistant will review the entire application
   a. spA will confirm FCOI compliance in COI-SMART for personnel identified on signature worksheet
      i. annual & transactional questionnaires and COI training
   b. spA will route the internal paperwork for signatures
   c. Send PI confirmation of approved application or request revisions as necessary
      i. *Continue this process until application is final*

10) PI to revise final application and submit to Pre-Award division for final review.
    a. *Continue until application is successfully submitted*

11) Sponsored Projects Associate/Assistant will review final application. Is application complete?
    a. If “N,” go back to step 10

12) Are internal documents complete and signed?

13) Submit application
    a. Are there errors? If “Y,” review in Commons
       1. Can they be fixed by Pre-Award?
          a. If “Y,” Revise and resubmit
          b. If “N,” notify PI and proceed to step 10
          c. *Continue until application is successfully submitted*