

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*