

Pre-Award

Proposal Submission

C&G Tasks for proposal submission

- Eligibility conversation for all key School of Dentistry participant(s) with Dept Manager(s)
 - if there is a person who is not eligible, communicate that to PI, further discussion is between PI/Dept Manager
- C&G follows up with Sub-K contact for required forms, etc. (if applicable).
- Meet with PI to review applications
- Update PI of any new policies (RPPR, regulatory compliances, adding project currently under review to Other Support)
- Initiate and adhere to established timeline
- Prepare budgets
- Complete sponsor proposal forms
- Provide PDF of full application for review and approval (when applicable)

PI Tasks for proposal submission

- Notify C&G office of plans to submit (6-week notification)
- Initiate PAF (information needed on PAF will be discussed in initial budget meeting)
- PI provides Sub-K contact to C&G
- Adhere to established timeline
- Provide updated biosketch for all key personnel (per sponsor guidelines) - complete with PMC Id's, applicable research sections
- Provide final documents in PDF format
- After final ORSP approval PI submits online application to sponsor, i.e. – Foundations & Non-Government sponsors

JIT

C&G Tasks for JIT

- Assist with collecting additional policy documentation (DoD)
- Complete sponsor proposal forms
- Combine PDF files into one final document per sponsor request
- Post to PAF and notify ORSP

PI Tasks for JIT

- Provide updated other support for all key personnel
- Provide all supporting documentation in PDF format