We want you to concentrate on your science, so help us, help you!

Here are some tips for a smooth submission!

- Identify Opportunity on Grants.Gov, Fastlane, etc.
- Email a link or number for the RFP, BAA, solicitation, etc. to your Analyst ASAP. Optimum time is at least 4-6 weeks prior to the due date for any Multi-PI collaborative project or DARPA, NIH, ONR; at minimum 3 weeks is requested. For easy tracking put the number and due date in subject line
- In the Analyst notification include contact information for collaborators and if possible their admins so he or she can gather documents and provide any known budget needs along with any other information or request that may be required in the submission
- Gather existing documents like Facilities, Biosketches, Current and Pending, etc. send to your Analyst for review and amendment as necessary
- As soon as possible send Project Summary or Narrative for COEUS if submission is not a S2S
- Finalize all docs at least 3 days prior to due date for JHURA review. Plan to submit non-NSF 2 days before due date to avoid technical issues and to allow time to fix any technical errors received in system.

**PI Actions**

- Review administrative needs of submission, initiate COEUS record, notify JHURA and create checklist and if necessary timeline for PI’s and collaborators
- Work with PI to create budget and justification utilizing proper guidelines and rates.
- Compile and gather documents required by JHU, the sponsor and the specific solicitation, RFP, etc. to which you are submitting.
- Coordinate document workflow and gather materials from internal and external collaborators, sub awardees, and or vendors
- Complete forms and obtain signatures on internal and external documents. Review as many of the PI documents as possible to make sure they meet agency guidelines, (C&P, Bio, etc.)
- Primarily responsible for upload of documents in COEUS and will assist with uploads into forms and or agency systems as time allows based on sponsor.

**Analyst Actions**

- Answer questions regarding the program or submission process if answers can’t be found in solicitation
- Provide information regarding the required systems for submission
- Receive submission via GRANTS.Gov or portal indicated in solicitation
- Determine eligibility
- Review, Select, notify PI of status

**Sponsor Actions**

- Approve COEUS record
- **When** final submission package or materials are received within the 3 day timeline, JHURA will do a thorough review of the complete submission Package and documents for accuracy and completion based on the sponsor guidelines and the solicitation, RFP, etc.
- JHURA will make sure proper institutional codes, rates, compliance issues, etc. have been addressed.
- JHURA will sign off on and submit your FINAL proposals in FASTLANE, GRANTS.GOV, etc. after analyst obtains your authorization
- JHURA will receive notification and track status
- JHURA will negotiate contracts, agreements, terms as necessary and required by sponsors or collaborators
- Upon award JHURA will issue subawards when applicable

**JHURA Actions**

- Review administrative needs of submission, initiate COEUS record, notify JHURA and create checklist and if necessary timeline for PI’s and collaborators
- Work with PI to create budget and justification utilizing proper guidelines and rates.
- Compile and gather documents required by JHU, the sponsor and the specific solicitation, RFP, etc. to which you are submitting.
- Coordinate document workflow and gather materials from internal and external collaborators, sub awardees, and or vendors
- Complete forms and obtain signatures on internal and external documents. Review as many of the PI documents as possible to make sure they meet agency guidelines, (C&P, Bio, etc.)
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