

JHU PROPOSAL SUBMISSION MATRIX

Computer Science and JHUISI

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

Analyst
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.

Sponsor
Actions

JHURA
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

- 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