Northeast Ohio Medical University Proposal Submission Process

30 days prior to due date

- Principal Investigator (PI) notifies Office of Research and Sponsored Programs (ORSP) of intent to submit with info identifying the funding opportunity and sponsor. ORSP adds proposal to internal calendar and administrator is assigned:
  - Angelina Steiner
  - Tammy Miller
  - Kathleen Enoch
  - Corri Gross

30 - 14 days prior to due date

- PI works with ORSP to review guidelines.
- PI provides ORSP with info on project dates, NEOMED personnel involved and their effort, activity type, and subaward contacts.
- ORSP starts proposal record and a draft budget in the Kuali system, connecting with Grants.gov for S2S federal submissions.
- ORSP sends subaward contacts information concerning the opportunity and our request for information, budget, and documents.

14 - 6 days prior to due date

- PI completes the Investigator tasks in Kuali including: Certification, Questionnaires (Proposal plus any Compliance), Credit % allocation amongst investigators, and NSF Science Code (if a Research or Fellowship project type.)
- All NEOMED participants to be named in the application complete Certification in Kuali.
- ORSP enters required proposal attachment placeholders into the Kuali system.

5 days prior to due date

- PI sends documents to ORSP for inclusion in Kuali and the application as a whole.
- Subaward documents finalized and received by ORSP.
- PI and ORSP finalize Budget in Kuali.
- Sponsored Programs Reviews proposal and insures it adheres to agency guidelines, institutional policy and federal/state regulations
- Any necessary changes are communicated to PI and updates made to Kuali and the application.

2 days prior to due date

- PI provides final versions of proposal attachments to ORSP, if updates were needed
- ORSP conducts final review
- ORSP submits proposal to sponsor: S2S, if federal, or through sponsor portal or mechanism.