# PROPOSAL SUBMISSION WORKFLOW

**REQUIRED STEPS FOR ALL SUBMISSIONS**

- ✓ PI submits project information via School of Nursing (SON) Intent to Submit (ITS) portal
- ✓ Office for Science and Innovation (OSI) sends confirmation email with information about internal reviews.
- ✓ Senior Grants and Contracts Analyst (Sr.GCA) schedules a meeting with the Principal Investigator (PI) to review proposal budget, sponsor requirements, regulatory compliance and adds proposal to Proposal Tracking Sheet.
- ✓ Senior Grants and Contracts Analyst builds proposal in COEUS or other government submission platform.
- ✓ OSI schedules Scientific Internal Review with PI and respective reviewers

**IS THIS AN INTERNAL (WITHIN JHU ENTITITES) SUBMISSION?**

**NO** / **YES**

YES →
- ✓ PI and Sr. GCA work together to assemble and submit proposal per sponsor instructions
- ✓ PI copies Sr.GCA in his/her submission email
- ✓ PI notifies the OSI and Sr.GCA as soon as
- ✓ possible when notified of funding decision

**ASSEMBLY OF PROPOSAL**

- ✓ PI emails Sr.GCA proposal sections as they become final
- ✓ All final PDF documents should be emailed by PI to Sr.GCA AT LEAST **5 business days** before proposal due date
- ✓ Sr.GCA will upload documents into COEUS proposal record and other submission platforms and conduct initial review. Director reviews prior to sending to JHURA
- ✓ Sr.GCA will send the completed COEUS proposal to JHURA AT LEAST **3 business days** before proposal due date
- ✓ JHURA staff conducts a final review against sponsor requirements
- ✓ JHURA staff will notify PI and Sr.GCA if any corrections are needed

**SUBMISSION OF PROPOSAL**

**IS THIS A NIH or GRANTS.GOV SUBMISSION?**

**NO** / **YES**

YES →
- ✓ JHURA staff will submit using the designated Federal Agency system
- ✓ JHURA staff will notify PI & Sr.GCA on the status of the submission
- ✓ Sr.GCA will update proposal tracking sheet once submitted

**IS THIS A SUBMISSION TO A FEDERAL AGENCY [Grant or Contract] (PRIVATE SOLICITATION, SUBMIT VIA EMAIL)?**

**NO** / **YES**

YES →
- ✓ JHURA staff will submit using the designated Federal Agency system
- ✓ JHURA staff will copy PI & Sr.GCA on submission email
- ✓ Sr.GCA will update the proposal tracking sheet

**IS THIS A SUBMISSION TO A PRIVATE NON-PROFIT (FOUNDATION, ETC) (VIA WEB PORTAL)?**

**NO** / **YES**

YES →
- ✓ As applicable, JHURA or Sr. GCA will review uploaded documents and submit the application
- ✓ JHURA staff will approve in COEUS and notify PI & Sr.GCA of approval
- ✓ PI will need to create Foundation web profile
- ✓ PI or Sr. GCA will upload final approved proposal into Foundation web portal and upload
- ✓ PI should notify JHURA staff and Sr.GCA if submission is successful and provide via email a full proposal copy

**IS THIS A SUBMISSION TO A NGO or FOUNDATION (VIA EMAIL)?**

**NO** / **YES**

YES →
- ✓ JHURA staff will approve in COEUS and notify PI & Sr.GCA of approval
- ✓ Depending on the requirements of the proposal, JHURA staff will be on submission email to Foundation and copy PI & Sr.GCA

**IS THIS A PAPER SUBMISSION (SUCH AS STATE AGENCIES)?**

**NO** / **YES**

YES →
- ✓ JHURA staff will approve in COEUS and notify PI & Sr.GCA of approval
- ✓ The PI will work with OSI and Sr. GCA to mail the proposal to the sponsor.

NO →
- ✓ Please contact the OSI and your Sr.GCA for assistance with this submission

# Glossary of Terms

- COEUS
  - A sponsored projects JHU database program used by the University to workflow proposals for review and submission (for non-governmental grants only). Once an award is received, SPSS uses the COEUS record to set up the award in SAP.
- Development Office
  - Assists faculty in obtaining monetary gifts.
- Grant Cycle
  - Also called the "grant life cycle" or "cradle to grave," this is the entire award process. This starts with the pre-award stage of the proposal submission, to the receipt of the award, management of the award, and then the award close-out process
- Intent to Submit (ITS)
  - A Web Portal unique to SON for the PIs to inform the Sr. GCAs and OSI of their intent to submit an upcoming proposal. The ITS also starts a workflow process to help both offices track proposals.
- Johns Hopkins University Research Administration (JHURA)
  - Reviews proposals and is the Signing Official for all sponsored proposals, grants, contracts and other agreements. JHURA writes and negotiates outgoing sub-agreements.
- Just-In-Time (JIT)
  - For NIH awards, they allow certain elements of a proposal submission to be deferred until after review and when the application is under consideration for award. If requested by NIH, the Sr. GCA will assist the PI in gathering the requested documents and send to the JHURA Grants Associate for submission to NIH.
- Sponsored Projects Group within the JHSON Business Office
  - Manages the pre-award and post-award (account management) of all sponsored projects. This office also works with sponsors to achieve their goals and abide by their regulations and to be a liaison between different offices and departments within the institution. Also assists Finance Analysts with non-sponsored accounts.
- Office of Science and Innovation (OSI)
  - Provides scientific support for proposal drafting and internal reviews.
- Peer Review Group
  - A group of SON peers who meet and review the PI's proposal prior to submission. This is intended to provide guidance and recommendations on the scientific sections of the proposal.
- Post-Award
  - The stage in the grant cycle following the receipt of an award. This stage includes account management, progress reports, and account closeout.
- Pre-Award
  - The stage in the grant cycle prior to receipt of an award. Proposal submissions to sponsors occur in this stage.
- Principal Investigator (PI)
  - The individual designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award.
- Proposal
  - Another name for an application, which asks a sponsor to fund a sponsored project.
- SAP
  - The University's accounting system used to obtain financial reports and to process billing.
- Senior Grants and Contracts Analyst (Sr. GCA)
  - Works with their assigned PIs (including students) to submit sponsored proposals. The Sr. GCA also manages all aspects of post-award, including salary distributions and account reconciliations. They are the point of contact for sponsored award questions and issues for their assigned faculty and students.
- Sponsor
  - An organization that provides funds for a project or activity carried out by another organization.
- Sponsored Project
  - Externally funded research of scholarly activity that has a defined scope of work or set of objectives which provide a base for sponsored expectations and are confirmed through agreements.
- Sponsored Projects Shared Services (SPSS)
  - This is a central accounting office location by Homewood in the Keswick building. They are responsible for research accounting and financial compliance. They also process the award set-up in SAP, Accounts Payable, Accounts Receivable, and award close-out.