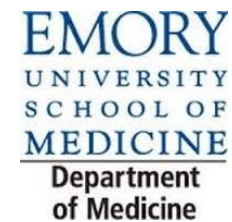


# The Alphabet Soup of Submitting Your Grant Application

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November 14, 2016



# Announcements

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## 1. **K Tutorial** (NIH K and other CDAs)

- open to anyone preparing any career development award
- in class, 6-hour, step-by-step instruction based on the K award

[Mondays November 21 \(9am-12 noon\) & November 28 \(9:30 am – 12 noon\)](#)

## 2. **ACTSI KL2 / BIRCWH K12**

- stay tuned for more information on these Emory-funded 2 year CDA
- ACTSI KL2: Mentored Clinical and Translational Research Scholars award
- BIRCWH K12: Building Interdisciplinary Research Careers in Women's Health

[dates in December TBD – 2, 2-hour, classroom-based tutorials](#)

More information: OPE Newsletter, Pediatrics BIRD, and ACTSI eRoundup

To sign up: email the grant title, RFA, and biosketch info to [jsgros2@emory.edu](mailto:jsgros2@emory.edu)

# Survey Drawing

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# Fall 2016 K-Club Schedule

<http://grants.nih.gov/grants/how-to-apply-application-guide.htm#inst#>

Home » About Grants » How to Apply - Application Guide

## How to Apply - Application Guide

Use the application forms and guidance found with the funding opportunity announcement together with the instructions for the SF424 (R&R) and Public Health Service (PHS) forms below to submit grant applications to NIH and other PHS agencies, such as the Centers for Disease Control and Prevention, the Food and Drug Administration, and the Agency for Healthcare Research and Quality.

[Feedback on the application guide?](#)

[Using Our New Application Guide](#)

### Prepare to Apply and Register

- Understand Key Systems and Roles
- Get Registered!
- Find and Understand Funding Opportunities
- Identify the Type of Application Submission
- Choose a Submission Option
- Obtain Software

### Format and Write

- Write Your Application
- Develop Your Budget
- Format Attachments
- Refer to Table of Page Limits
- Utilize Biosketch, Data Tables and Other Format Pages

### Submission Process

- Submit, Track and View Your Application
- Learn How We Check Your Application for Completeness
- Submit a Changed/Corrected Application
- Submit a Reference Letter

### Due Dates and Submission Policies

- Due Dates
- Submission Policies
- Guidelines for Applicants Experiencing System Issues

### Form Instructions (forms are posted with the funding opportunity announcement)

Need help selecting the right application instructions?

#### Forms Version D

| Application Instructions             | Description   | View/Download |
|--------------------------------------|---|---------------|
| General (G) Instructions             | Comprehensive guidance for research, training, fellowship, career development, multi-project, and small business applications | HTML<br>PDF   |
| Filtered views for your convenience: |   |               |
| Research (R) Instructions            | Guidance for research only  | PDF           |

### After Submission

- Receipt and Referral
- Peer Review
- Pre-award Process
- Post-award Monitoring and Reporting

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NIH's Central Resource for Grants and Funding Information

Entire Site Search this Site  
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**December K-Club**

# Discussion Facilitator/Panelists

## Facilitator:

**Kimberly Maune**, Assistant Dean, Research Administration Services, School of Public Health

## Panelists:

**Shelle W. Bryant**, Senior Associate Director, Centers for AIDS Research

**Lois J. Fussell, CRA**, Manager, PHN Pre-Award, Research Administration

**Kimbi Hagen, EdD**, Assistant Professor, School of Public Health

**Pamela D. Winterberg, MD**, Assistant Professor, Department of Pediatrics

*Note: **Andrew C. West, MBA, MHA***

*Center Administrator, Sr.*

*Atlanta Clinical and Translational Science Institute*

*joined the panel to fill in for Shelle Bryant, who was ill.*



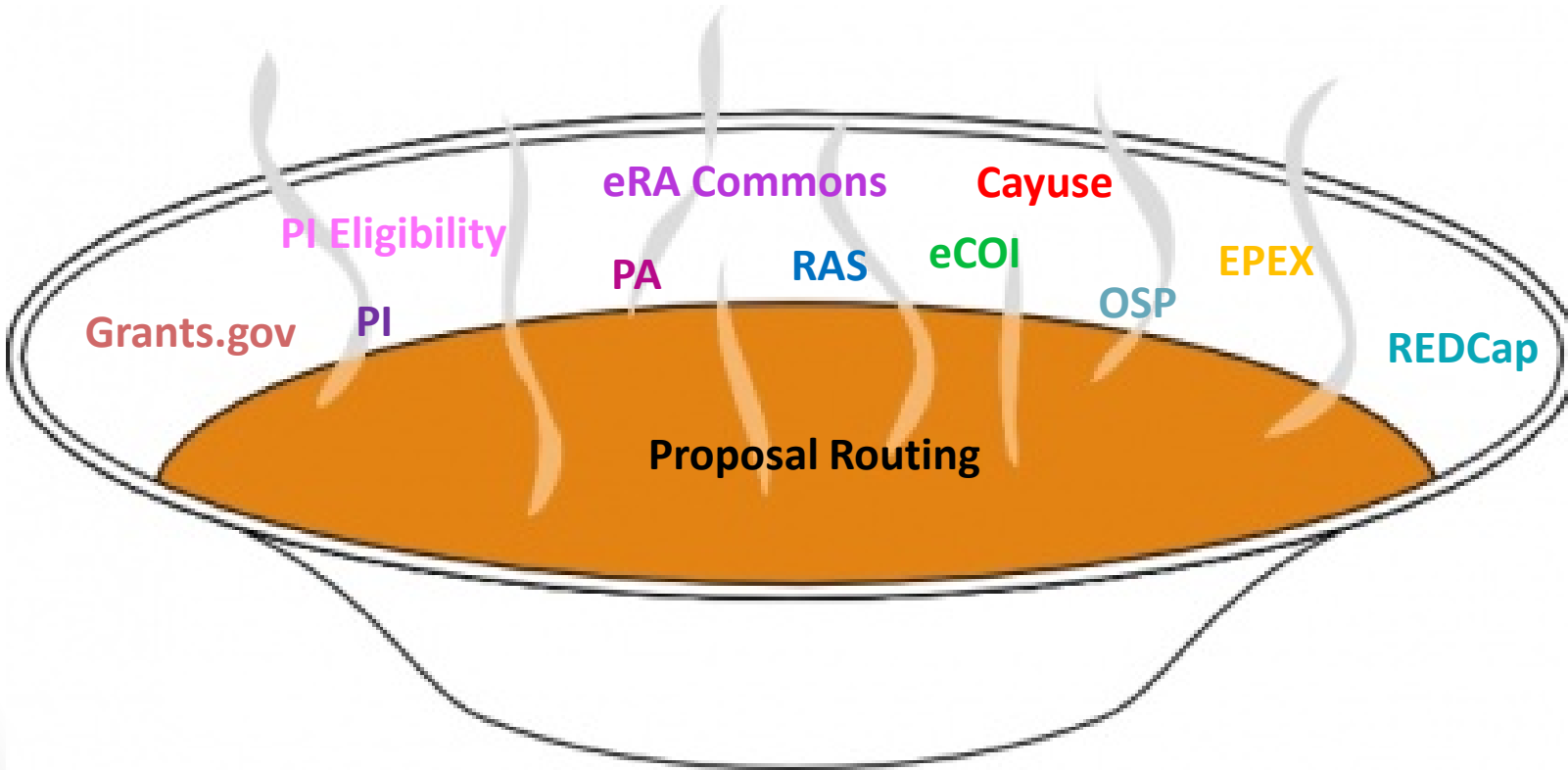
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# What does this Alphabet Soup look like??



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# Outline

I have a Bright Idea!

1. Terminology
2. Submission Steps & Responsibilities
3. Timeline
4. Routing Logistics

NOW WHAT???



# Outline

1. Terminology
2. Submission Steps & Responsibilities
3. Timeline
4. Routing Logistics



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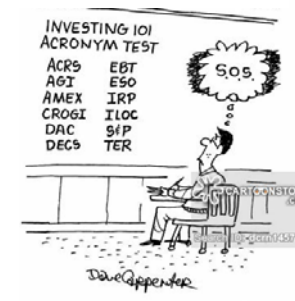
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# Terminology

- PI – Principal Investigator
- **RAS – Research Administration Services**
- **OSP – Office of Sponsored Programs**
- EPEX – Routing & Signatures
- Cayuse – System to System with Grants.gov
- Grants.gov – Interface between Cayuse and Commons
- PA – Program Announcement
- eCOI – Conflict of Interest
- REDCap – Intent to Submit Form
- PI Eligibility – Access to University Systems
- eraCommons – Online Tool to Access & Share Administrative Effort



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# Outline

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# Submission Steps & Responsibilities

|    | Activity                         | Responsible Party |
|----|----------------------------------|-------------------|
| 1  | Initiate REDCap                  | PI                |
| 2  | Commons ID                       | PI/OSP            |
| 3  | PI Eligibility Form              | PI/RAS            |
| 4  | CAYUSE Access                    | RAS               |
| 5  | Planning Meeting & Checklist     | RAS               |
| 6  | Develop Budget                   | RAS               |
| 7  | eCOI                             | RAS/PI            |
| 8  | Science Documents                | PI                |
| 9  | EPEX                             | RAS               |
| 10 | CAYUSE                           | RAS               |
| 11 | PDF - PI Review                  | PI                |
| 12 | RAS - School Review              | RAS               |
| 13 | OSP - Final Review & Submits     | OSP               |
| 14 | COMMONS - Review Uploaded Packet | PI                |

Failure to prepare is  
preparing to fail.

*Benjamin Franklin*



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# Timeline

Notify your RAS **well in advance of the deadline**

## Proposal Timeline:

Dept of Peds – Requires 3 weeks advanced notice

Dept of Medicine – Requires 30-60 days advanced notice

School of Public Health & School of Nursing – 30 days notice

## Routing:

**At least 15 business days lead time necessary**



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# Routing Logistics

How the RAS can help you with the Alphabet Soup of routing:

- EPEX
- eCOI
- Cayuse
- OSP



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## EPEX

### Emory's internal routing portal

- Must register with OSP for access
- Provides OSP and departments with a summary of your application
- Internal Forms are attached here - COI, Internal budget spreadsheets, biosketches, budget justification's, subcontracts (if applicable), Draft science

## CAYUSE

### Emory's portal to eRA Commons

- Final Science is attached here
- Your RAS grants administrator will assist with uploading the files.

## eRA Commons NIH portal to Grants.gov

- OSP Submits Cayuse grant to eRA Commons portal
- PI MUST have a eRA Commons ID. Contact your grant administrator to assist
- If no errors, the grant moves along to Grants.gov for final validation
- PI receives an auto generated email confirmation

## Grants.gov

**Congratulations!**  
What was once a mere twinkle in your eye is now an official proposal.



# Benefits to Routing Early



1. Detailed Review by RAS and OSP
2. System Generation & Creation of Final Packet
3. Final Review in Commons



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# Questions



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