






## EJB Pre-Award Submission Timeline

Timeline	Principal Investigator (PI) Responsibilities	Grant Manager (GM) Responsibilities
 <p style="text-align: center;"><b>2 to 3 Months Before Sponsor Due Date (40-70 Work days)</b></p>	<ul style="list-style-type: none"> <li>Identify funding opportunity and notify Grant Manager (GM) of intent to submit a proposal by sending the link/copy of the RFP or funding opportunity announcement to the GM.</li> <li>Determine potential collaborators and facilitate discussions with them.</li> <li>For major federal funders such as NIH &amp; NSF, PIs should request login and password to proposal submission online portal and grant GM and ORSP Grants Specialist permission to view, edit and submit the proposal.</li> </ul>	<ul style="list-style-type: none"> <li>Mark on calendar the proposal due date and the final date to finalize in RAPSS.</li> <li>If the standard Rutgers F&amp;A rate cannot be applied to the proposal budget, the GM (on behalf of the PI) should seek pre-approval from the Associate Dean for Research before moving on to the next steps of proposal building. GM must obtain justification from the PI on why pursuing the funding is worth the effort, copy of the RFP, and an estimated total budget.</li> </ul>
 <p style="text-align: center;"><b>4 to 8 Weeks Before Sponsor Due Date (20-40 Work days)</b></p>	<ul style="list-style-type: none"> <li>Finalize <u>Key Personnel</u> who will be working on the project, draft the <u>Scope of Work</u>, and work with GM in developing the first draft of the <u>Budget</u>. PI's may use the budget templates available in the EJB Business Services website to draft the budget.</li> <li>If subawards will be issued, work with GM to prepare required documentations for subawardees/ subrecipients.</li> <li>If human subjects are involved, initiate discussions with IRB to ensure compliance and readiness of application if awarded.</li> </ul>	<ul style="list-style-type: none"> <li>Initiate the funding the proposal in RAPSS</li> <li>Create a folder for the proposal working documents in the Business drive</li> <li>Assist the PI in developing the budget ensuring that the appropriate fringe and F&amp;A rates are applied.</li> <li>If required, ensure all subrecipient documentation is in progress.</li> <li>If more than 50% of the budget is allocated to subcontractors/ consultants, GM should seek pre-approval from the Assoc. Dean for Research by sending the list of the subcontractors, estimated budget and justification from the PI.</li> </ul>
 <p style="text-align: center;"><b>2 to 3 Weeks Before Sponsor Due Date (10-15 Work days)</b></p>	<ul style="list-style-type: none"> <li>Confirm final scope of work and budget from all collaborators (including subrecipients).</li> <li>Finalize all non-technical documents, if needed. (<i>Budget justification, Biosketches/CVs of Key Personnel, etc.</i>)</li> <li>When notified by the GM, review the proposal in RAPSS and click on "Submit for Departmental Review"</li> </ul>	<ul style="list-style-type: none"> <li>Complete the funding the proposal in RAPSS</li> <li>Secure final documentation from the subrecipient/s.</li> <li>Transfer the budget data from EJB template to RU budget template if needed, and upload in RAPSS along with the scope of work and other required documents.</li> <li>Notify the PI to submit for Departmental review. Route the proposal to EJB approvers.</li> <li>Initiate the SF424 documents, if required. Contact ORSP grant specialist for any other documentation that requires authorized signatures.</li> </ul>
 <p style="text-align: center;"><b>Within 5 Business Days Before Sponsor Due Date</b></p>	<ul style="list-style-type: none"> <li>RAPSS Funding Proposal documents due for ORSP Review</li> <li>Work with GM to enter or upload final version of required documentations in RAPSS.</li> <li>Keep an eye for any communication from RAPSS while the ORSP grant specialist is reviewing the proposal.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all final documents are in RAPSS.</li> <li>Review proposal components in online submission portal, if applicable.</li> <li>Keep an eye for any communication from RAPSS while the ORSP grant specialist is reviewing the proposal.</li> </ul>
 <p style="text-align: center;"><b>Within 2 Business Days Before Due Date</b></p>	<ul style="list-style-type: none"> <li>Once ORSP review is complete, PI must click on "Permission to Submit" in RAPSS.</li> <li>Depending on the sponsor submission requirements, either the PI or ORSP can submit the proposal.</li> </ul>	<ul style="list-style-type: none"> <li>Save all final documents in the business proposal folder.</li> </ul>