EMORY UNIVERSITY

Lindsay Grasser, Director
Morgan Edwards, Interim Pre-Award Manager
Research Administration
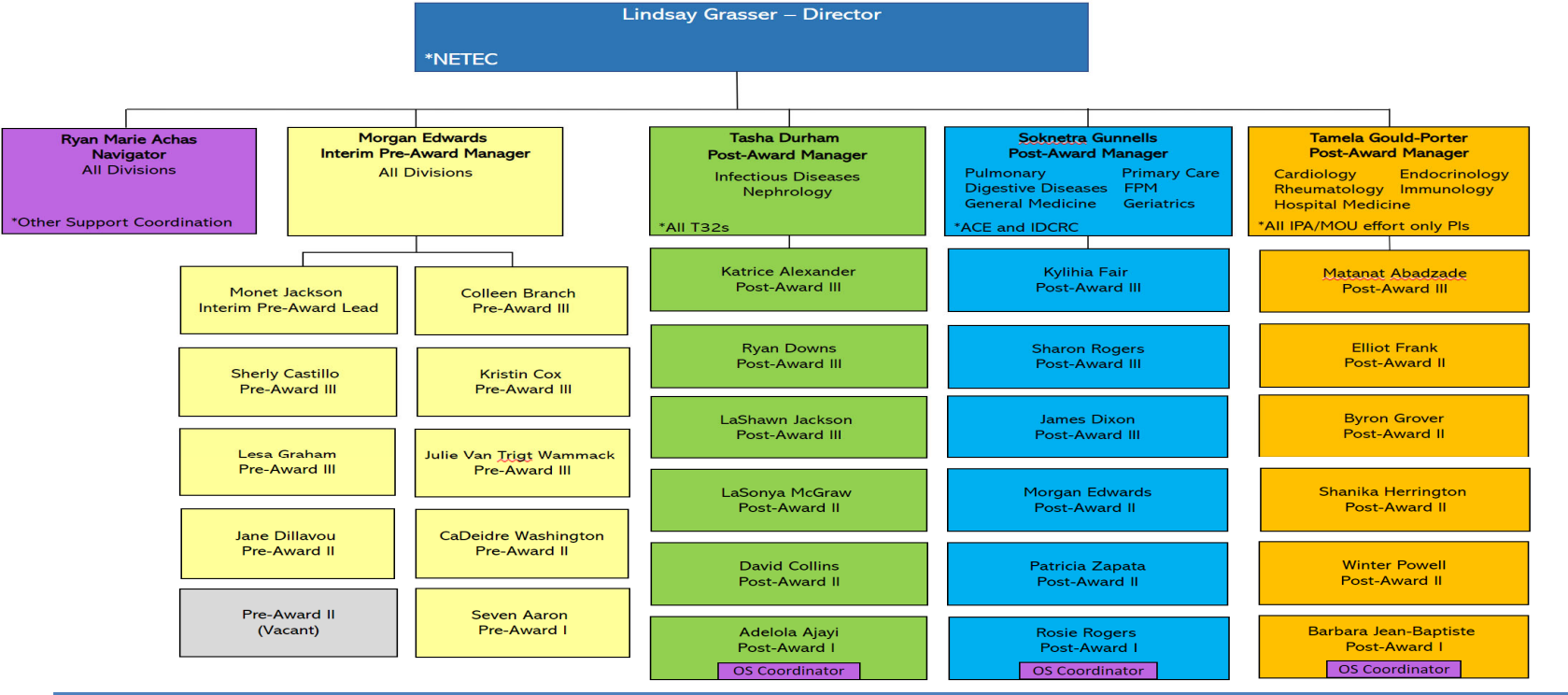Department of Medicine (DOM) / Department of Family and Preventative Medicine (DFPM)
2.1.2024
Policy Effective for proposal intent
notifications received on or after 1.1.2024
(DFPM effective 1.19.2024)

DOM Research Administration Structure and Org Chart

Lindsay Grasser – Director

*NETEC

Ryan Marie Achas
Navigator
All Divisions

*Other Support Coordination

Morgan Edwards
Interim Pre-Award Manager
All Divisions

Tasha Durham
Post-Award Manager

Infectious Diseases
Nephrology

*All T32s

Soknetra Gunnells
Post-Award Manager

Pulmonary	Primary Care
Digestive Diseases	FPM
General Medicine	Geriatrics

*ACE and IDCRC

Tamela Gould-Porter
Post-Award Manager

Cardiology	Endocrinology
Rheumatology	Immunology
Hospital Medicine	

*All IPA/MOU effort only Pls

| Pre-Award		Post-Award (Durham)	Post-Award (Gunnells)	Post-Award (Gould-Porter)
Monet Jackson — Interim Pre-Award Lead	Colleen Branch — Pre-Award III	Katrice Alexander — Post-Award III	Kylihia Fair — Post-Award III	Matanat Abadzade — Post-Award III
Sherly Castillo — Pre-Award III	Kristin Cox — Pre-Award III	Ryan Downs — Post-Award III	Sharon Rogers — Post-Award III	Elliot Frank — Post-Award II
Lesa Graham — Pre-Award III	Julie Van Trigt Wammack — Pre-Award III	LaShawn Jackson — Post-Award III	James Dixon — Post-Award III	Byron Grover — Post-Award II
Jane Dillavou — Pre-Award II	CaDeidre Washington — Pre-Award II	LaSonya McGraw — Post-Award II	Morgan Edwards — Post-Award II	Shanika Herrington — Post-Award II
Pre-Award II (Vacant)	Seven Aaron — Pre-Award I	David Collins — Post-Award II	Patricia Zapata — Post-Award II	Winter Powell — Post-Award II
		Adelola Ajayi — Post-Award I — OS Coordinator	Rosie Rogers — Post-Award I — OS Coordinator	Barbara Jean-Baptiste — Post-Award I — OS Coordinator

Pre-Award Assignments as of 1/2024

These will be reviewed annually and adjusted as appropriate.
Annual Review Starting Feb 2024 and assignments may change.

TBD
- Infectious Diseases (E-K)
- Pulmonary (A-I)

Sherly Castillo
- Cardiology (A-D)
- Infectious Diseases (L-Z)

Colleen Branch
- Nephrology
- Endocrinology

Monet Jackson
- Cardiology (N-Z)

Jane Dillavou
- Infectious Diseases (A-D)
- FPM – split based on workload

Seven Aaron
- Digestive Diseases
- Hospital Medicine
- All IPAs/MOUs

CaDeidre Washington
- Industry Funded Clinical Trials

Lesa Graham
- Cardiology (E-M)
- Rheumatology
- Immunology

Julie Wammack
- Primary Care
- Pulmonary (J-Z)

Kristin Cox
- General Medicine
- Geriatrics
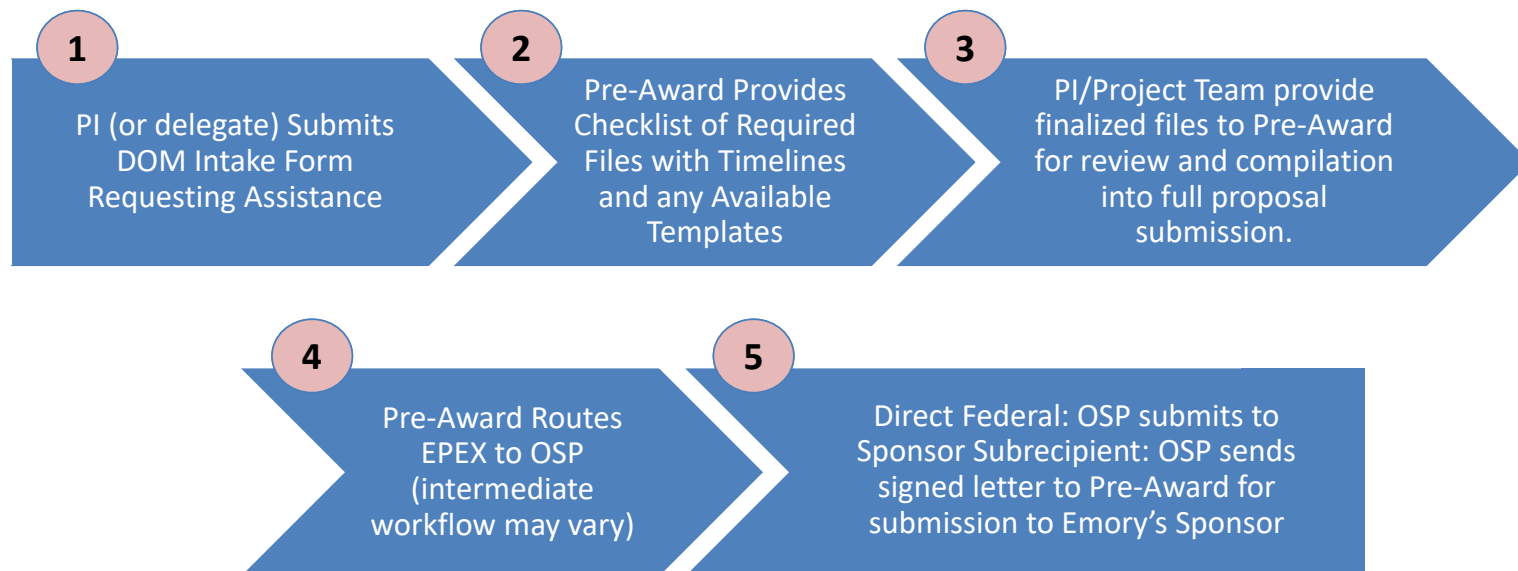- FPM – split based on workload

Sponsored Award Lifecycle
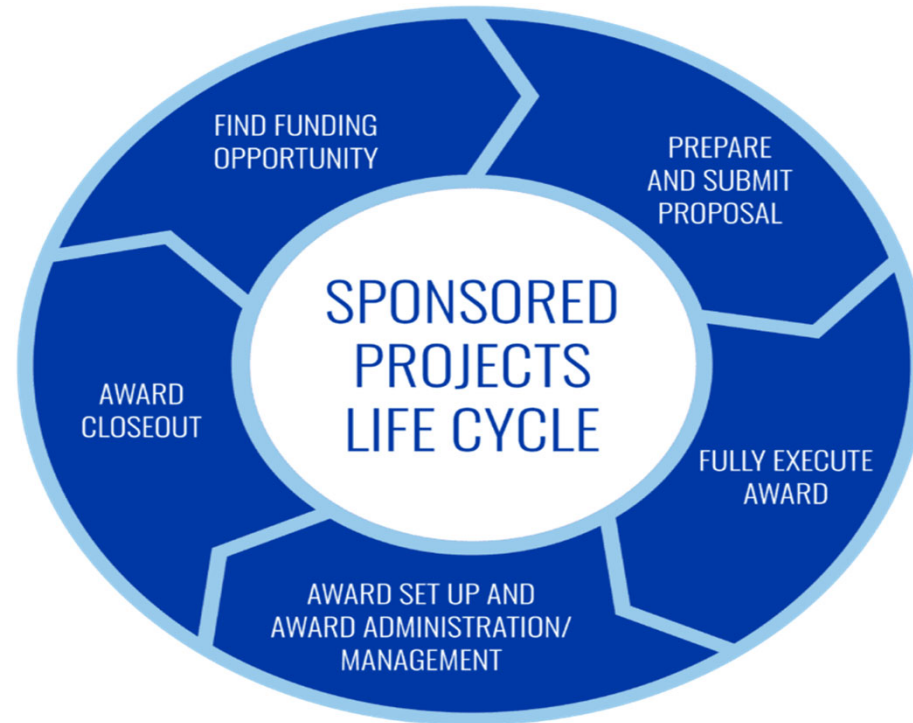
Role of a Pre-Award Administrator

❖ Review Solicitation (FOA, RFP, etc.) and provide checklist of required files, referencing appropriate formatting templates and/or guidelines.

❖ Develop timeline for proposal submission, outlining due dates for technical and administrative shell files.

❖ Provide assistance with budget preparation and justification, once line items have been provided by the PI/Project Team.

❖ Coordinate with subrecipient institutions.

❖ Review administrative shell files for appropriate formatting and any necessary compliance components.

❖ Assemble the proposal application via the appropriate mechanism (Cayuse, sponsor portal, compiled PDF for email submission, etc.).

❖ Route full proposal and budget for internal review and approvals.

❖ Coordinate with OSP on final submission to sponsor.

Pre-Award Introduction and Overview

1 PI (or delegate) Submits DOM Intake Form Requesting Assistance

2 Pre-Award Provides Checklist of Required Files with Timelines and any Available Templates

3 PI/Project Team provide finalized files to Pre-Award for review and compilation into full proposal submission.

4 Pre-Award Routes EPEX to OSP (intermediate workflow may vary)

5 Direct Federal: OSP submits to Sponsor Subrecipient: OSP sends signed letter to Pre-Award for submission to Emory's Sponsor

Administrative Shell Files
(will vary by sponsor – NIH Example)

- ❖ Abstract/Project Summary
- ❖ Budget
- ❖ Budget Justification
- ❖ Equipment
- ❖ Facilities
- ❖ Biosketches
- ❖ Resource Sharing Plan
- ❖ Data Management and Sharing Plan
- ❖ Project Narrative

If Applicable:

- ❖ Letters of Support
- ❖ Subrecipient Full Proposal
- ❖ Cover Letter
- ❖ Foreign Justification
- ❖ Human Subjects Form and Study Record Attachments
- ❖ PHS Assignment Form
- ❖ Multi-PI Plan
- ❖ Vertebrate Animal File
- ❖ Authentication of Key Biological and Chemical Resources
- ❖ Consortium Arrangement
- ❖ Introduction

Science Files
(will vary by sponsor – NIH Example)

- ❖ Specific Aims
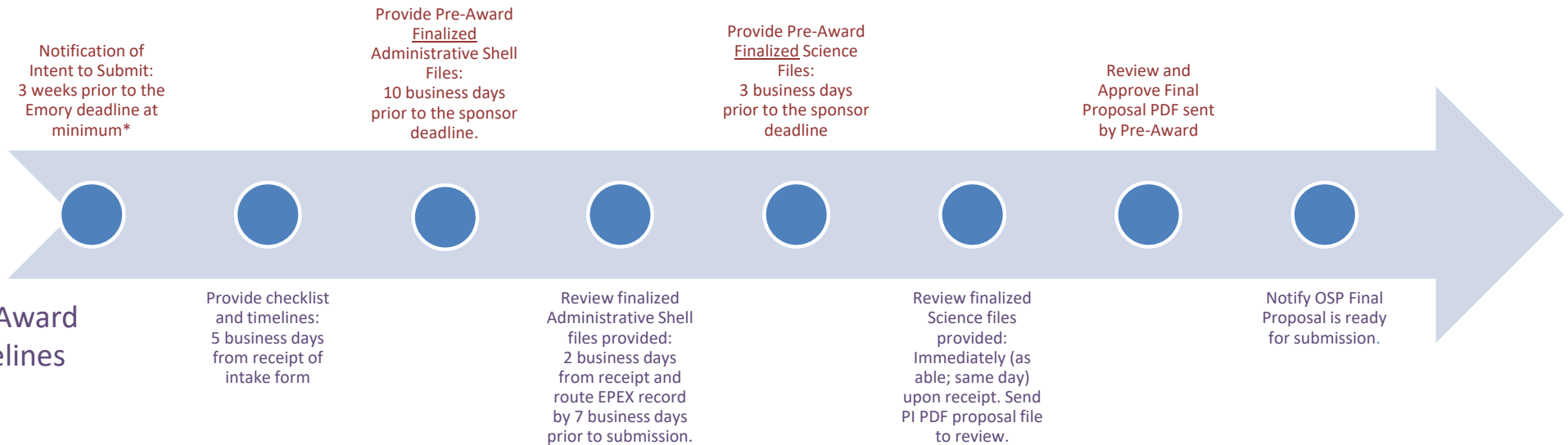
- ❖ Research Strategy

- ❖ References

Goals with this Initiative
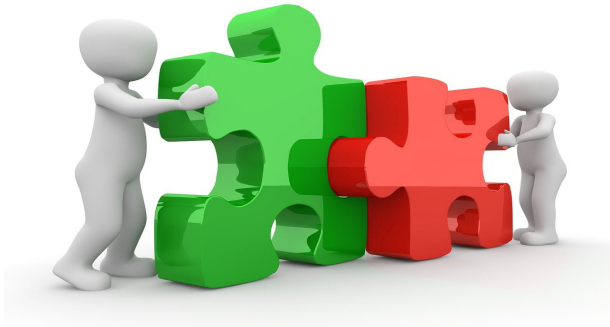
❖Enhanced Collaboration and Partnership
❖Stress-free Submission Days
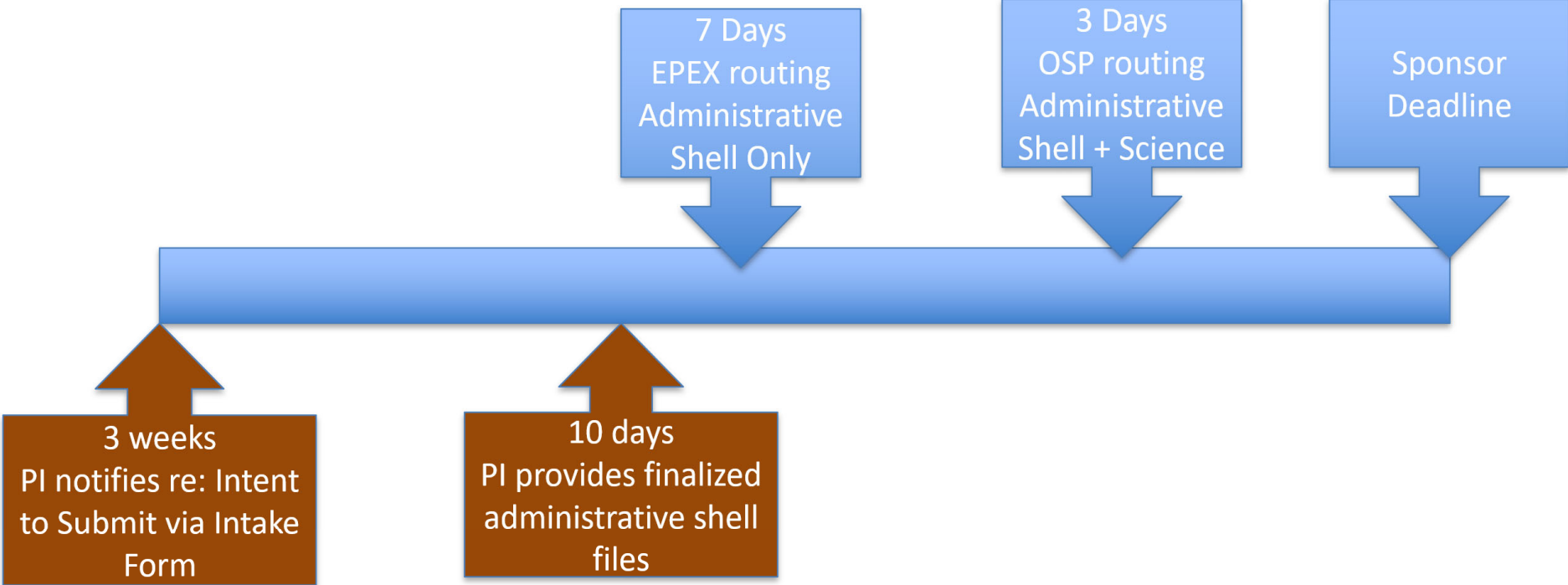❖Dedicated, quality reviews for every application
❖Transparent communication

Deadlines/Timelines

PI Timelines

Notification of
Intent to Submit:
3 weeks prior to the
Emory deadline at
minimum*

Provide Pre-Award
<u>Finalized</u>
Administrative Shell
Files:
10 business days
prior to the sponsor
deadline.

Provide Pre-Award
<u>Finalized</u> Science
Files:
3 business days
prior to the sponsor
deadline

Review and
Approve Final
Proposal PDF sent
by Pre-Award

Pre-Award Timelines

Provide checklist
and timelines:
5 business days
from receipt of
intake form

Review finalized
Administrative Shell
files provided:
2 business days
from receipt and
route EPEX record
by 7 business days
prior to submission.

Review finalized
Science files
provided:
Immediately (as
able; same day)
upon receipt. Send
PI PDF proposal file
to review.

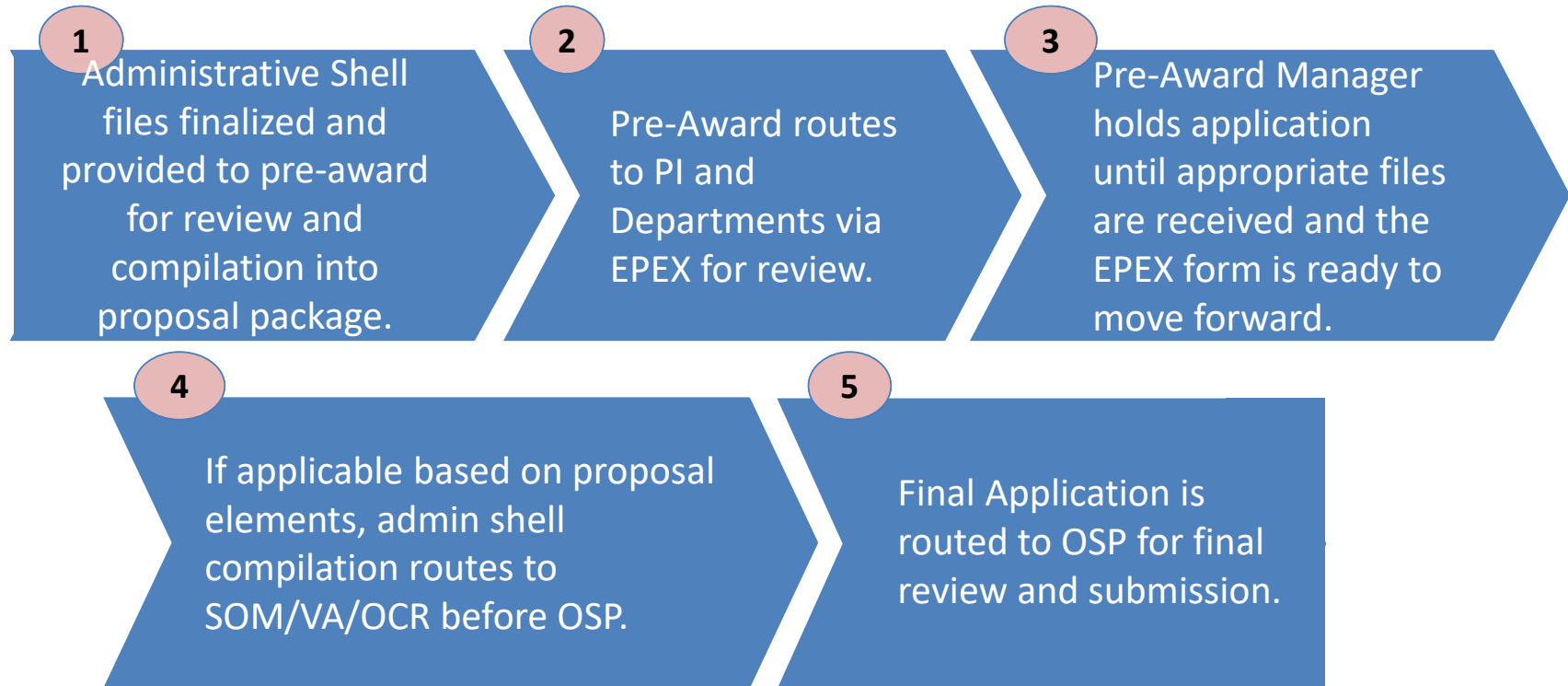Notify OSP Final
Proposal is ready
for submission.

*1.5 months for proposals with subrecipients and/or committed cost share. Emory's deadline would be the date our proposal is due regardless of if we are submitting a subrecipient and the prime deadline is later.

DOM Simplified Proposal Submission Deadline

| 7 Days EPEX routing Administrative Shell Only | 3 Days OSP routing Administrative Shell + Science | Sponsor Deadline |

| 3 weeks PI notifies re: Intent to Submit via Intake Form | 10 days PI provides finalized administrative shell files |

Proposal Work-Flow

EPEX Routing Overview

1 Administrative Shell files finalized and provided to pre-award for review and compilation into proposal package.

2 Pre-Award routes to PI and Departments via EPEX for review.

3 Pre-Award Manager holds application until appropriate files are received and the EPEX form is ready to move forward.

4 If applicable based on proposal elements, admin shell compilation routes to SOM/VA/OCR before OSP.

5 Final Application is routed to OSP for final review and submission.

Deadline Exception Request Process

Submit Exception Request Form [here](). Required if 7 Day EPEX Routing Deadline and/or 3 Day OSP Routing Deadline is not met.

- Link can be found in all pre-award staff's signature blocks and on the DOM Research Administration website: https://med.emory.edu/departments/medicine/research/support-programs-resources/dom-ras.html

PI Name

[   ]

PI Division

[   ]

Sponsor

[   ]

Application Deadline (Date Emory's application is due, which may be different than the prime application due date)

[   ]

Have you already been communicating with a pre-award administrator in DOM RAS about this application?

○ Yes

○ No

Date Pre-Award Intake Form Submitted to Pre-Award Administrator

[   ]

Reason for Late Request

[   ]

New Deadline Requested to Provide Final Files for EPEX Routing

[   ]

OPTIONAL: Relevant Correspondence or Attachments of communications you've had with the sponsor or assigned pre-award administrator that would be relevant for review of this exception request (i.e. Email chain with sponsor noting last request, etc.)

Drop files or click here to upload

Escalation Process

If you are not receiving responses to your email communications or files submitted, please escalate per the below.

DOM Pre-Award Manager → DOM Director

Pre-Award Response Expectations Summarized:
- Pre-Award Administrator should acknowledge receipt of emails within 1-2 business days.
- Checklist and timelines should be provided within 1 business week of intake form receipt, unless you agree to an alternative timeline with your assigned administrator.
- Files provided will be reviewed within 2 business days.
- EPEX routing will be initiated 7 business days prior to the deadline, assuming all required files were provided to the pre-award administrator by the 10-business day deadline above.

How do I get started?

❖ Submit the DOM Intake Form to your assigned pre-award administrator, completing as much as possible related to your application.

  ❖ Clinical Trials do not require the intake form; however, the OCR submission form and all required attachments, including protocol approvals (IRB), should be provided to the assigned CT Pre-Award Administrator for routing.

❖ If your application will involve subrecipients, provide your technical counterpart's contact information, as well as the grants manager counterpart contact info for Pre-Award.

FAQs

Q. Where do I find my assigned administrator?

A. Pre/post assignments can be found here
https://med.emory.edu/departments/medicine/_documents/dom-ras-assignments.xlsx

Q. Who do I contact for my Other Support document?

A. domraspreaward@emory.edu noting the submission tied to the request and the deadline.

Q. When can I expect a response?

A. Within 2 business days, though often sooner. Escalations can be sent to the Pre-Award Manager and/or Director. See escalation slide.

Helpful Tips and Info

❖ Prime sponsor refers to the main sponsor providing the funding. If Emory is going to be listed as a subrecipient on an application, Emory's sponsor is the lead institution we're submitting to, and the prime sponsor is the organization Emory's sponsor is submitting to.

  ❖ Deadlines are applicable for Emory's submission to the lead institution, not the prime sponsor's deadline.
  ❖ Ex: Emory is submitting a subrecipient proposal to Georgia Tech and Georgia Tech will be submitting to NIH.
    ❖ Prime Sponsor: NIH / Emory Sponsor: Georgia Tech

❖ Any quantifiable percentages or dollar amounts referenced in applications that are not included in the requested budget are considered cost share and should be removed unless specifically required in the solicitation and/or approved by SOM.

❖ Patient Care costs need to be clearly identified and grouped together at budget draft onset, so they are appropriately budgeted, as these costs do not incur overhead on NIH awards.

❖ Capital Equipment is a tangible piece of equipment with a useful life of more than one year and an acquisition (or fabrication cost) of $5,000 or more per unit. All non-capital equipment will be budgeted under other direct costs, most often supplies.

Resources

❖ DOM Key Contacts:
  ❖ Lindsay Grasser, DOM Director
    ❖ Lindsay.Grasser@emory.edu; 404-712-9207
  ❖ TBD, DOM Pre-Award Manager
    ❖ Domraspreaward@emory.edu; 404-727-1636
  ❖ DOM Website with Updated Assignment List
    ❖ https://med.emory.edu/departments/medicine/research/dom-ras.html
  ❖ Other Support Information and Guidance
    ❖ https://med.emory.edu/departments/medicine/_documents/ras-os-process-resources.pdf