

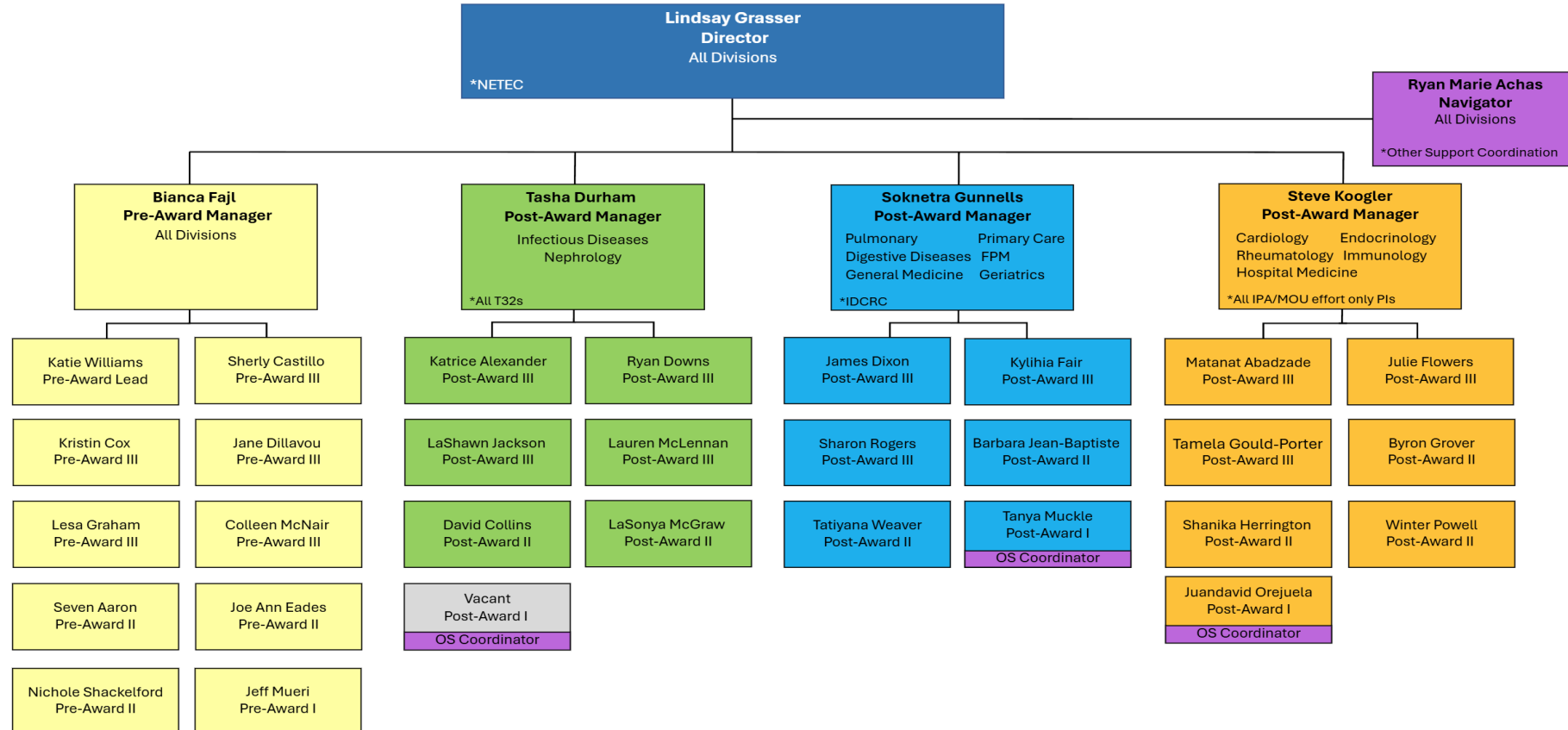


EMORY
UNIVERSITY

Lindsay Grasser, Director
Bianca Fajl, Pre-Award Manager
Research Administration
Medicine RAS – DOM and FPM

Policy effective for intake forms received
May 1, 2026 forward.

DOM Research Administration Structure and Org Chart



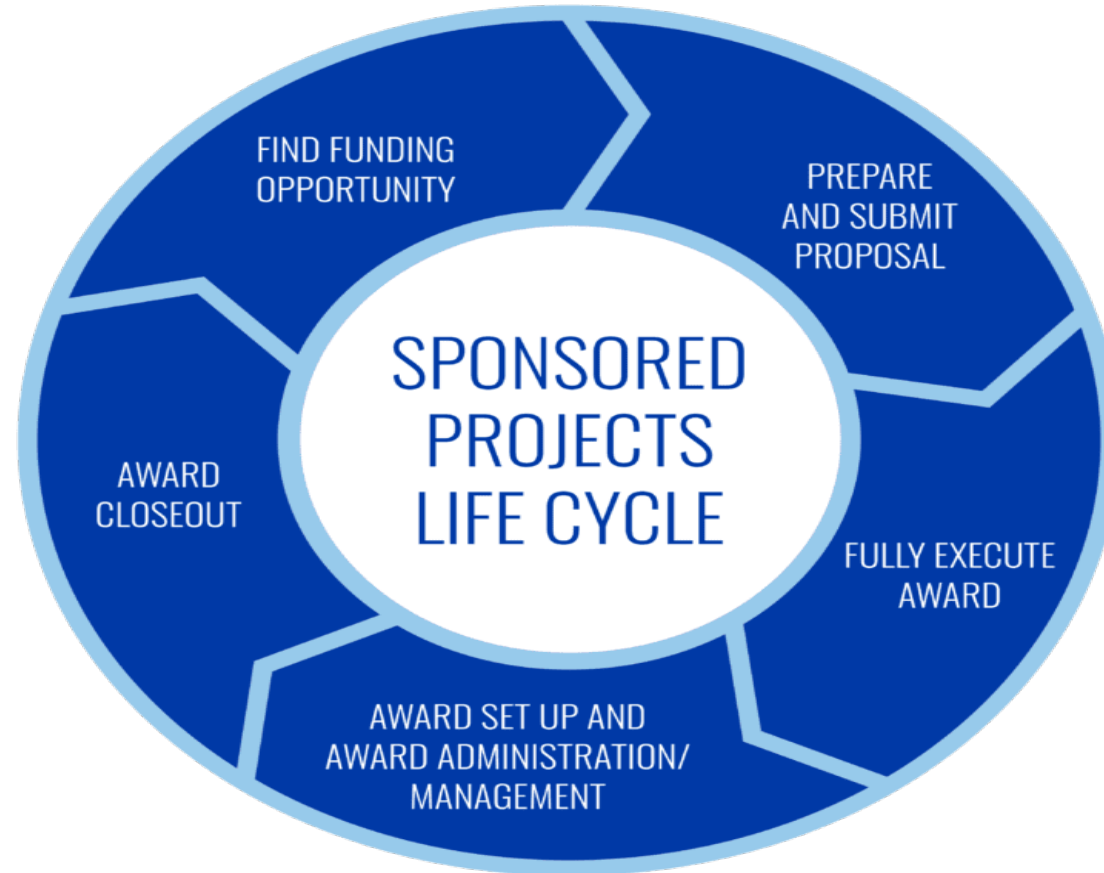
Pre-Award Assignments as of Feb 2026

These will be reviewed annually and adjusted as appropriate.

Division	Pre-Award Administrator (Unless otherwise noted by specific name in detailed PI list)
Admin	Jeffrey Mueri
Cardiology (A-H)	Jeffrey Mueri
Cardiology (I-L)	Nichole Shackelford
Cardiology (M-Z)	Joe Ann Eades
Digestive Diseases	Seven Aaron
Endocrinology	Lesla Graham
FPM	Lesla Graham
Gen Med	Kristin Cox
Geriatrics	Kristin Cox
Hospital Medicine	Nichole Shackelford
Immunology	Bianca Fajl*
Infectious Diseases (A-K)	Jane Dillavou
Infectious Diseases (L-Z)	Sherly Castillo
Nephrology	Kristin Cox
Primary Care	Nichole Shackelford
Pulmonary (A-K)	Bianca Fajl*
Pulmonary (L-Z)	Seven Aaron
Rheumatology	Bianca Fajl*
IPAs/MOUs - All Divisions	Jeffrey Mueri
Industry Funded CTs - All Divisions	Katie Williams

*Bianca Fajl covering for Colleen McNair until mid-May 2026.

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, unless the PI has alternate preferences.



Review administrative shell (non-technical) 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.).

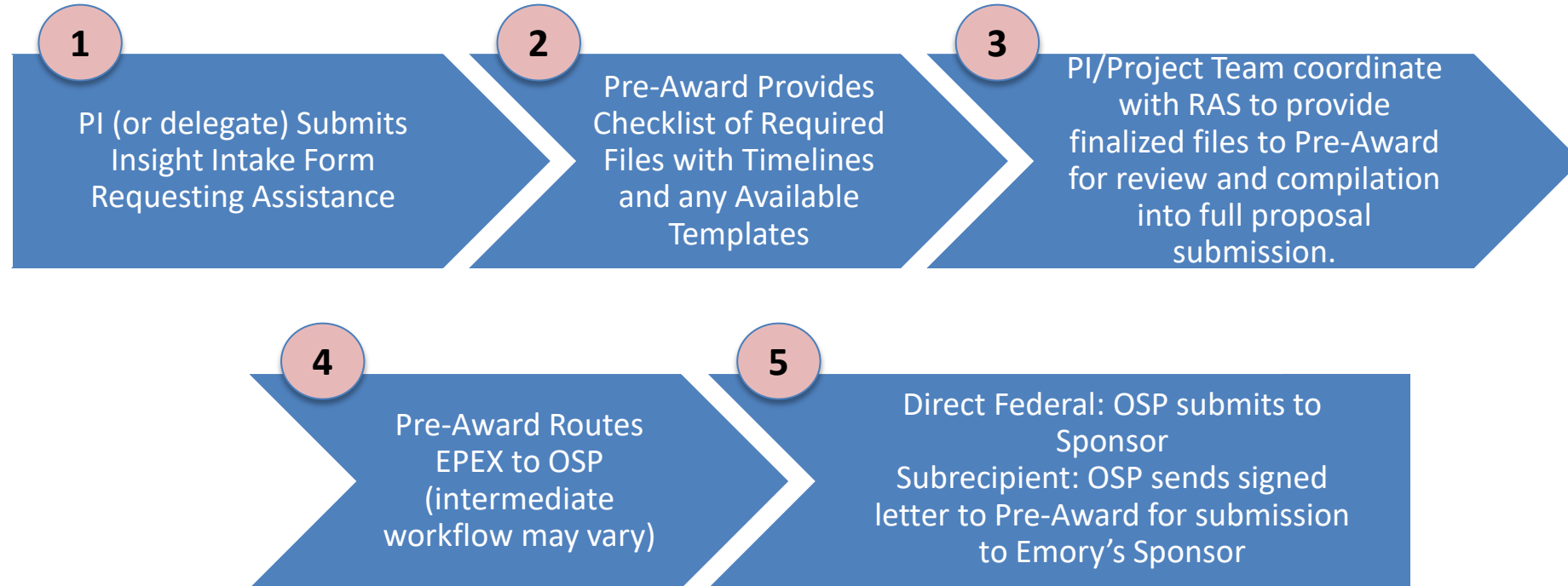


Route full proposal and budget for internal review and approvals.

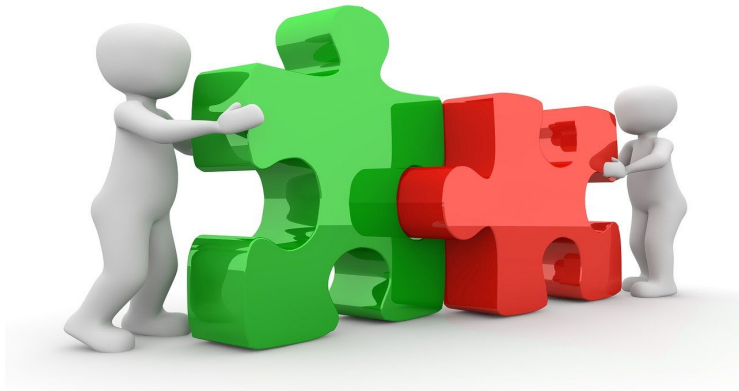


Coordinate with OSP on final submission to sponsor.

Pre-Award Introduction and Overview



Goals with this Initiative



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

This policy is applicable for all submissions that require authorized official signature and/or institutional approvals within submission portals. This includes applications where signature/system approvals are not explicitly required; however, the submission indicates the institution's approval of the application.



Deadlines/Timelines

4 weeks prior to sponsor deadline

- Intake Form submitted to RAS via Insight. RAS will prepare checklist with all required documents, timelines, and formats noted.

10 Business days prior to sponsor deadline

- Finalized Administrative Shell (non-technical files) due to RAS. You will be coordinating with your RAS on budget details between intake and this step.

5 Business days prior to sponsor deadline

- Finalized Proposal (final science and all edits requested during admin shell review) ready for submission due to RAS.

Deadline Exception Request Process

1. An Intake Form should be submitted before requesting an exception. This information is needed to evaluate the request.
2. Exception Request Process Required*:
 - a. If final admin shell (non-technical files) deadline will not be or is not met.
 - b. If final proposal deadline (final science and all edits requested from admin shell review) will not be or is not met.

*If an exception is granted and the revised deadline is not met, the application will not be able to proceed.

Exception Requests must provide a detailed justification of the following:

- **Why are the deadlines unable to be met?**
- **What has been provided so far in the process and what is still outstanding that you're requesting an extension for?**
- **What is the new date you are requesting to provide the missing documents?**

Exceptions will be reviewed on a case-by-case basis and will only be granted in extenuating circumstances. Please be very detailed in the justification section of the form and include any relevant correspondence.

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

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

If Applicable:

- ❖ Letters of Support
 - ❖ Subrecipient Full Proposal
 - ❖ Cover Letter
 - ❖ Foreign Justification
 - ❖ PHS Assignment Form
 - ❖ Multi-PI Plan
 - ❖ Authentication of Key Biological and Chemical Resources
 - ❖ Consortium Arrangement
-



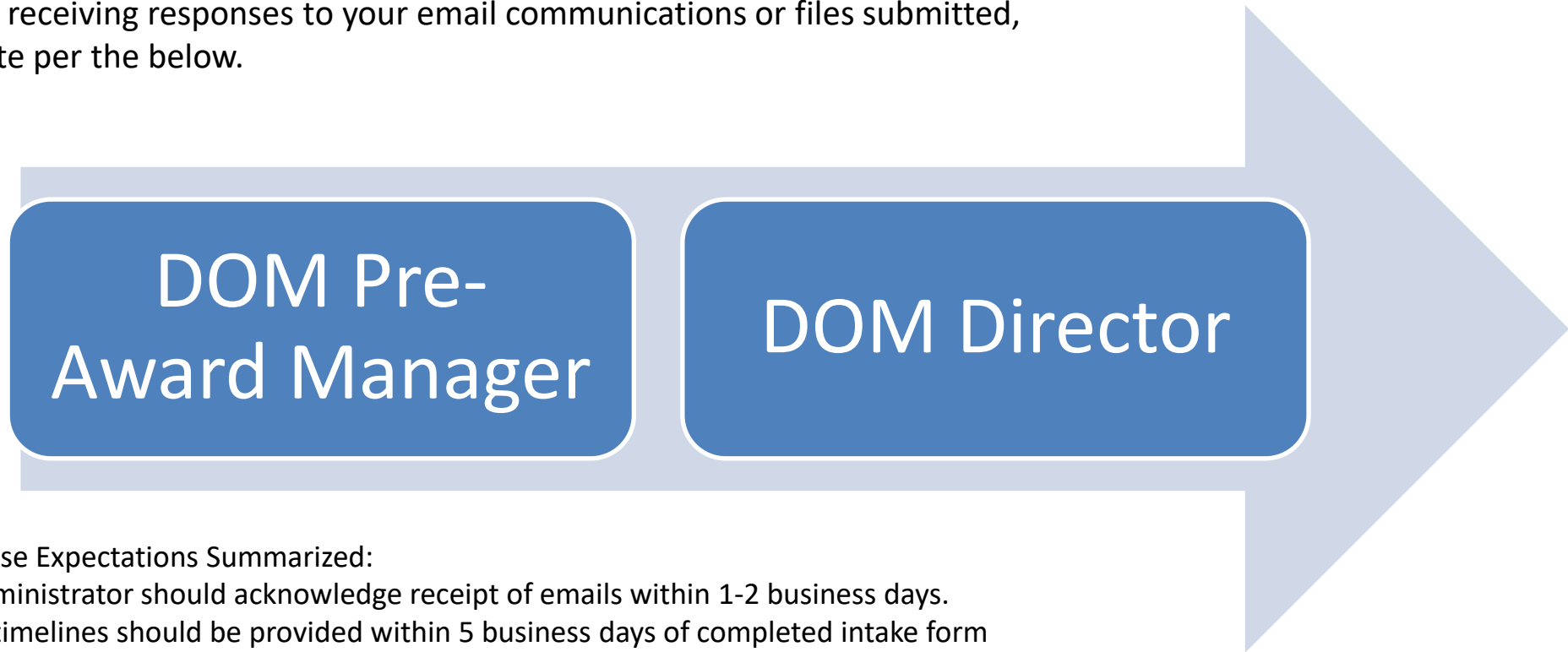
Science (technical) Files (will vary by sponsor – NIH Example)

- ❖ Project Summary
 - ❖ Specific Aims
 - ❖ Research Strategy
 - ❖ References
 - ❖ We've heard you! Files now included in final science vs admin shell!
 - ❖ Human Subjects Form and Study Record Attachments
 - ❖ Vertebrate Animal File
-



Escalation Process

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



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 5 business days of completed 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 no less than 5 business days prior to the deadline, assuming all required finalized files were provided to the pre-award administrator.



How do I get started?

Submit an Intake Form completing as much as possible related to your application as is known at the time.

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.

Completed Intake Form

All three sections will have green check marks, once complete. You will need to email your program announcement/solicitation temporarily until this field is added to Insight (in progress).

AGREEMENTS

Action Required 32

Search By

All Agreements/Proposals

Deliverables

2025A087470 IR

Project Information

Related Records 0

Agreement Details

Sponsor

Compliance

Intake Questionnaire

Staff

Attachments

Deliverables

Summary Notes

Audit Log

Actions

Disclosures

Humans

Manage Profiles & Security

Kraft

IR Draft v0.1

PI: Kraft, Colleen S (P1257710)

Project ID:

Project IDs:

Sponsor:

Project Period:

Budget Period:

Agreement #: 2025A087470

Status: Development

Record Type: Proposals and Funded Agreements

more

Compliance

If provided, including personnel members with their anticipated level of effort will enable RAS to promptly develop a draft budget

+ Click here to add Emory Team members

Comments

Please attach any relevant documentation and/or correspondence

+ Drag & Drop files here or select files from computer

Type	File Name	Description	Modified	By
The search criteria yielded no results.				

Who is the contact person?

☐ The Principal Investigator ☐ Someone else

Close panel

Draft (1)

2025

Initial Review (IR) Draft Create Update

Activity: Submit

Instructions

Submission Checklist

- Add as many Emory research locat needed
- Indicate if research will be perform Emory sites?
- Indicate if this project involves Hun Subjects
- Indicate if this project includes the Animals
- Please indicate if any third party wi or transferred including third party cell lines, gene constructs, promoti like.
- Indicate if this project includes the Human Embryonic Stem Cells
- Please indicate if this is a laborator project that uses human materials, agents, or biological toxins.
- Please indicate if this is a laborator project that uses recombinant or s nucleic acid molecules.
- Indicate if any of the statements trn the proposed project?
- Are any of the Export Control state about the proposed
- Does the PI have VA appointment?
- Please indicate if this proposal will VA space, patients, resources, and/
- Please indicate if your proposal inv of information received under a nc disclosure agreement, a material tr agreement, or a confidentially agre

Complete these 3 sections and then save the record and you're done! These will show green check marks once complete in place of the red exclamation points.

You have completed the PI/Study Team requirements for this application!

- Your Department/School RAS unit has been notified of your Submission Deadline and will contact you as needed

Please click **Save** and close this browser



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.
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Helpful Tips and Info

- ❖ **RPPR NOTE: Since there is not a final science or administrative shell delineation for progress reports, all materials will be due by the Finalized Proposal Deadline (5 business days).**
 - ❖ 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
 - ❖ If you will be a subawardee, submit an intake form as soon as you know. These deadlines apply for subawardee scenarios, even when we are not the lead.
 - ❖ 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.
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Resources

- ❖ DOM Key Contacts:
 - ❖ Lindsay Grasser, DOM Director
 - ❖ Lindsay.Grasser@emory.edu; 470-371-5892
 - ❖ Bianca Fajl, DOM Pre-Award Manager
 - ❖ Bianca.Fajl@emory.edu; 404-778-8925
 - ❖ [One Page Submission Policy](#)
 - ❖ DOM Website with Updated Assignment List
 - ❖ <https://med.emory.edu/departments/medicine/research/dom-ras.html>
 - ❖ SciENCv Common Form – Quick Guide
 - ❖ [som-sciencv_common-forms_quick-guide.pdf](#)
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Questions