

COLLEGE OF MEDICINE
PREAWARD RESPONSIBILITY LIST

		Principal Investigator	Operations & Finance	Department	Dean's Office	Sponsored Research Serv
GRANT SUBMISSIONS						
1	Identify and Communicate Program Announcement to Grant Administrator	x				
2	Draft Checklist for Planning Meeting - Include Required Documents		x			
3	Initiate Planning Meeting		x			
	Review/completion of Checklist and Timeline		x			
	Determine Where Work is Completed on/off Campus	x				
	Initiate Off Campus Verification Form		x			
	Approve Off Campus Verification Form - Department Level			x		
	Approve Off Campus Verification Form - College Level		x			
	Determine if a F&A Waiver Form is Needed	x				
	Initiate F&A Waiver Form		x			
	Approve F&A Waiver Form - Department Level			x		
	Approve F&A Waiver Form - College Level				x	
	Approve F&A Waiver Form - University Level					x
	Determine Proposal Title	x				
	Identify Protocol Information	x				
	Identify Type of Grant (eg Clinical Trials, Public Service)	x				
	Identify Key Personnel & Role on Project	x				
	Identify Sub Award Information	x				
	Discuss Budget Needs	x				
4	Create Coeus Shell		x			
5	Complete Certification Questions	x				
6	Confirm That All Key Personnel Have Completed OAR - Including Non UC Collaborators		x			
7	Collect Biosketches - If Not Formatted Correctly Return to Department		x			
8	Collect Sub Award Documents		x			
	Initiate discussion with the subaward location - SOW/Budget Overview/Provide Contact Information	x				
	Contact subaward contacts to complete required paperwork		x			
9	Complete Budget & Cost Share		x			
10	Approve Budget & Cost Share			x		
11	Prepare Proposal Documents - See Checklist	x				
12	Convert Documents to pdf for Coeus	x				
	Review & Upload Proposal Documents - Table Contents/Page Length/Font/Margins/Page Numbers/Pkg Final Grant - Will Review for Compliance Regarding Formatting but Will Return to PI if Incorrect.		x			
14	Review/Approve Grants.gov Packet & Coeus	x				
15	Submit Proposal		x			
16	Correct Errors		x			
	Correct Errors Related to the Proposal Documents	x				
	Correct Errors Related to System Issues		x			
17	Review Final Submission at Agency Level	x				

Note: Final review and approval of the proposal packet acknowledges PI sole responsibility of the data contained within.