

The Medical School Grant Review & Analysis Office's Service Policy on Submitting* PHS Proposals

The following describes the service level delivery that will be provided by the Medical School Grant Review & Analysis Office when submitting PHS proposals. Service levels are determined by the number of days in advance of the deadline the finalized submission is received by the Medical School.

The Medical School Grant Review & Analysis Office strives to submit shortly after receiving the finalization notice. We submit in the order received, barring any complications found during final checks. Please be aware that the office is open until 5:00 pm. Any proposal received after 5:00 pm may not be submitted until the following business day.

Remember, there are advantages to submitting early:

- It provides the PI and project team adequate time to review the submitted proposal in the Commons and allow for corrections, if they are necessary.
- If system submission errors occur, they can be corrected and the proposal submitted prior to the deadline. System errors are unanticipated, so having extra time to address them can be invaluable to PIs.

Please see below for *minimum* items that are reviewed in the final proposal based on the timing of Finalization. Additional items may be reviewed as time allows.

Proposals Finalized on the Due Date

When a finalized proposal is received on the sponsor's due date the following information related to submission will be reviewed:

- Confirm that key SF424 fields match the corresponding fields on the PAF
- Check that the project title in the Cover Letter matches that on the Face/Cover Page of the SF424
- Confirm the Credential Agency Login is still listed for all named PIs
- Check there is no effort listed on Biosketches
- Check Letters of Support for unanticipated cost sharing

Proposals Finalized 1-3 Days Prior to the Deadline

When a finalized proposal is received 1-3 days in advance of the deadline everything noted above PLUS the following related to submission will be reviewed:

- Check that all required documents are uploaded and in PDF format
- Check that Consultant Letters are included
- Scan the full proposal looking for glaring organizational errors (formatting, etc.)
- Confirm that the Human Use age language is appropriate for children

Proposals Finalized 4 or more Days Prior to the Deadline

When a finalized proposal is received more than 4 days in advance of the deadline everything noted above PLUS the following will be reviewed prior to submission:

- Check totals in the Targeted Enrollment Table (when applicable)
- Check of sections against standard page limits

** Note – these are only the services associated with **submission**. The Medical School has other required review criteria related to the administrative shell that also need to be completed prior to submission. This submission list assumes that the administrated shell has previously been reviewed. For further information on the administrative shell components, see our Service Policy on Review of the Proposal Administrative Shell.*