

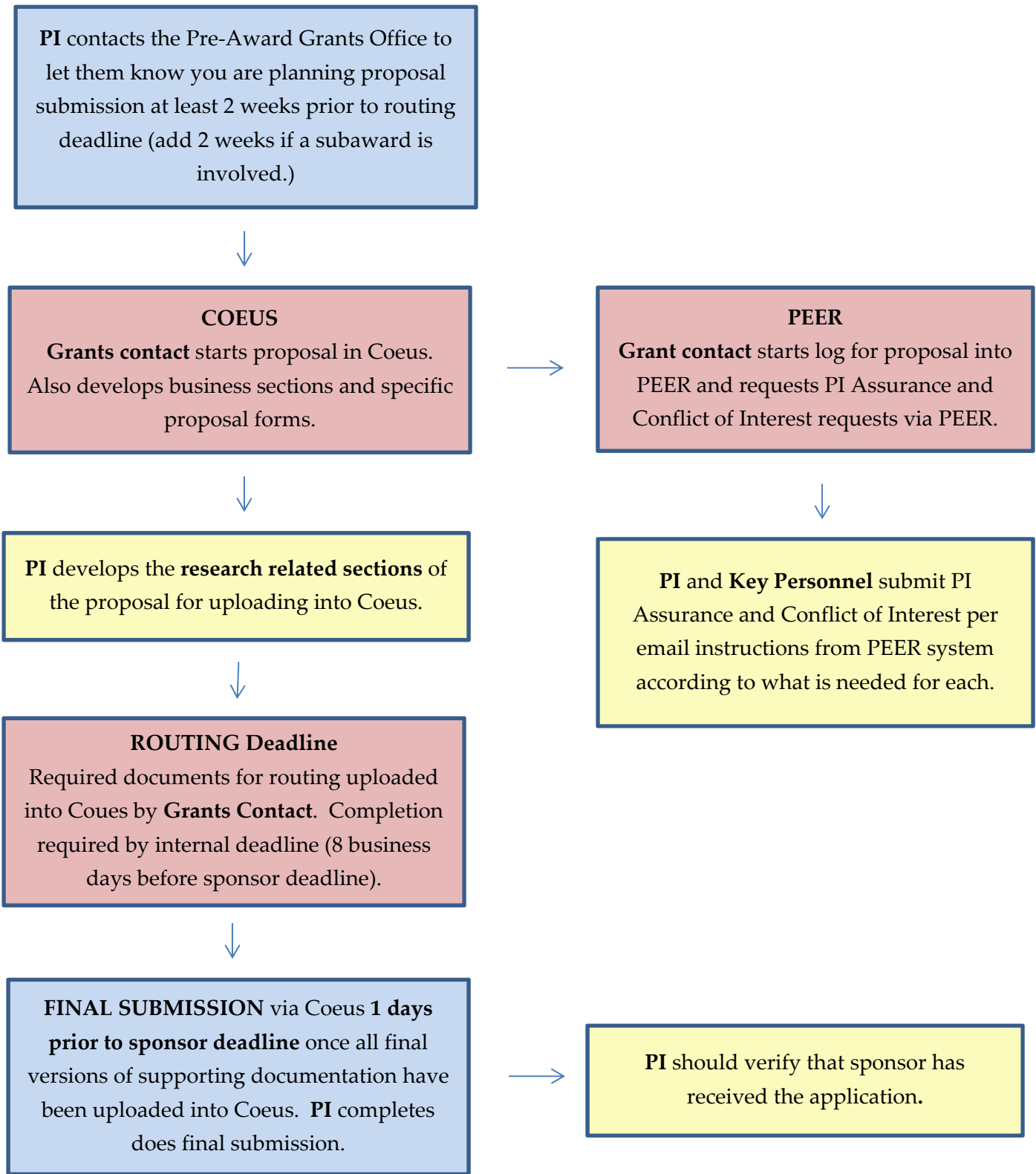
Grant Submission Manual

for the Department of
Pathology, Microbiology and Immunology (PMI)

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Flow Chart of General Grant Submission Process



♦ **Note:** This process outlined above primarily provides a general outline for NIH grant submissions. This process may vary somewhat with proposals to other funding sponsors. For example, organizations such as American Heart Association have their own submission mechanism, so the final submission will be completed there rather than via Coeus.

Submitting Grants at Vanderbilt – Overview

The steps below outline a general review of the grants submission process at Vanderbilt. This description primarily describes NIH submissions as some elements may change or vary according to the sponsor, its respective guidelines and submission mechanism.

- 1) **PI** contacts the Pre-Award Grants Office to let them know you are planning proposal submission. Please let pre-award team know a minimum of two weeks prior to VUMC internal routing deadline (VUMC internal deadline is 8 days prior to sponsor deadline.)
- 2) The **grants contact** starts proposal in the COEUS database (see page 4 more information). All grants are entered into COEUS regardless of the funding sponsor. The grants contact begins filling out the general information, developing the business sections and specific proposal forms, such as biosketches. The grants contact also works with the PI to develop the proposal's budget.

If you are submitting a proposal to a sponsor that uses a different submission method than Coeus, then the proposal will additionally need to be developed in the sponsor's submission mechanism (eg. proposalCENTRAL). Most Grants.Gov are submitted through COEUS.

- 3) The **Grants contact** logs the new proposal into PEER (see page 5 for more information).

The PI is required to complete the PI Assurance and Conflict of Interest through PEER. Instructions will be sent to the PI via email on how to complete to log in to PEER and complete them. Any Vanderbilt faculty listed as Key Personnel will be required to complete the Conflict of Interest form via PEER. Instructions will be sent via email also.

- 4) **PI** develops the **research related sections** of the proposal for uploading into COEUS. The research sections include personnel justification, research strategy, project summary and abstract, equipment and facilities and more.

The **grants office** will assist in making sure the narrative documents follow the formatting guidelines of the funding sponsor. The grants contract will also upload all completed narratives into the COEUS database.

- 5) **Routing Deadline:** All required documents for internal routing are uploaded into Coeus by the **grants contact**. The deadline for internal routing is **8 days** before sponsor deadline.

The proposal may be subject to recall or rejection to make necessary corrections. (More information on deadlines can be found on page 5)

Generally the routing documents required are the following:

- Project Narrative (or similar)
- Project Summary (or abstract as available)
- Budget Justification (even if not required by sponsor)
- Facilities
- Equipment
- Resource sharing (if required)
- Human subjects or vertebrate animals (if applicable to project, even if not required by the sponsor)

If the proposal includes faculty from departments outside the PI's home department, the proposal will be routed to those departments for approval.

The Office of Sponsored Programs (OSP) provides the final review of the proposal in Coeus and provides institutional approval. OSP reviews the following sections for institutional approval: line item budget, budget justification, equipment and facilities, project summary and abstract, project narrative and any other business and required compliance documents.

OSP does NOT review the following: research strategy, biosketches, bibliography.

- 6) **Final Submission** is due via Coeus **1 days prior to sponsor deadline** once all final versions of supporting documentation have been uploaded in Coeus. **PI** usually does final submission, although there may be exceptions that require OSP to submit the final. (More information on deadlines can be found on page 5)
- 7) **PI** should verify that sponsor has received the application.

COEUS (about):



Coeus is Vanderbilt's primary grants submission tool and was developed by the Massachusetts Institute of Technology's Office of Sponsored Programs to assist with research administration and proposal submissions. All grants are entered and recorded into Coeus as a database to manage and track submissions and awards. Most government grants, such as NIH and DoD, are submitted through Coeus. Vanderbilt has customized Coeus to meet the individual requirements of the institution.

PIs may also access their grants via CoeusLite. <https://coeus.mc.vanderbilt.edu/coeus/login.action>
Please contact the pre-award grants team for assistance.

PEER (Paperless Environment for Electronic Review) (about): PI Assurance and Conflict of Interest (COI)



The PEER system is designed to electronically collect proposal Conflict of Interest (COI) certifications and PI Assurance on PHS and NSF proposals and for processing, and to assist administrative staff with pre- and post- award grants management, creation of contracts, effort changes and more. PEER is a web portal developed and maintained by the VUMC Office of Contract Management and the VU Office of Sponsored Programs to streamline submission and management of grant- and contract-related requests and information

Faculty, postdocs and students will be alerted via email when PI Assurance and Conflict of Interest information needs to be completed during the grant submission process. The email will include the link and instructions to follow.

Office of Sponsored Programs (OSP): <https://ww2.mc.vanderbilt.edu/osp/>

The Office of Sponsored Programs (OSP) is the central office of Vanderbilt's grants and sponsored programs processing system. It provides assistance with the submission of grant proposals for external support of research, creative, instructional, and service activities to anyone in the Vanderbilt community. Some of the services that OSP provides are education and training in Vanderbilt's grant processing procedures, review/approval before the most grants are submitted, support for incoming awards, and assistance with award management. The grants manager and grants team members facilitate the grants submission process for the department and act as intermediaries between the department and OPS representatives.

Sponsor Deadlines vs. Internal Deadlines

For each proposal, there are three deadlines built into the grants submission process: 1) the sponsor deadline designated by the funding agency; 2) the internal deadline for submission which falls 1 day before the sponsor deadline; 3) the deadline for routing in Coeus which fall 8 business days prior to the sponsor deadline. The grants management team makes every effort to comply with Vanderbilt's deadline for grant submission policy. (<https://ww2.mc.vanderbilt.edu/osp/51055>)

The 8-business day total review/submission window ensures the institutional review and approval of all proposals prior to submission, as well as provide ample time for investigators to review the submitted application on-line for accuracy and/or submit changed/corrected applications prior to the actual agency deadline. Please be advised

that applications are reviewed by OSP in the order in which they are received. We cannot guarantee that an application received outside of these deadlines will be submitted.”

Research Awards Administration Website:

<https://www.mc.vanderbilt.edu/root/vumc.php?site=raa>

The grants management office has developed an internal website for the Department of Pathology, Microbiology and Immunology. The website explains the role grants management and post-award offices play in proposal development and management. In addition, it describes the services offered by each unit.

The website is also designed to supply information to faculty, fellow and students that will improve the grants submission process for the department and be an important resource for connecting faculty, postdocs and students with additional funding contacts at Vanderbilt and external industry sponsors. A special section for students is included to provide additional assistance in the grant writing process. In addition, the website offers other research enhancing resources available on campus relating to training opportunities and contact information relating specifically to lab personnel.

Some of the grants submission materials that are available through the website are:

- Downloadable pdf checklists for most common grant submissions.
 This can include check lists for R01s, R21s, AHA, and DOD.
- Budget worksheet
- Effort calculator
- Section for Postdocs and Students
- Grant writing resources
- Links to a wide variety of funding resources

Institutional Review Board (IRB)

The Human Research Protection Program at Vanderbilt oversees the use of human subjects in research. It provides approvals for human related research activities, provides education and training for human subject use (such as CITI training and workshops), and ensures compliance with government regulations and safety standards. It is also responsible for taking action against non-compliance issues related to human subjects.

Contact information:

IRB website: <https://www4.vanderbilt.edu/irb/>

Human Research Protection Program
1313 21st Avenue, South, Suite 504
Nashville, TN 37232-4315
Campus address: 504 OH (4315)
615-322-2918

Institutional Animal Care and Use Committee (IACUC) :

The IACUC office oversees the animal care and use program at Vanderbilt. It performs reviews and approvals of protocols, inspections of facilities, and enforces institutional policy and guidelines.

Contact information for IACUC:

IACUC log in: <https://www.vumc.org/acup/iacuc>

Animal Care and Use Program website: <https://www4.vanderbilt.edu/acup/>

JIT

When do you need to submit a JIT for NIH? NIH generates two different emails related to JIT that indicate what actions may be needed for processing a NIH JIT. The items below discuss the differences between the two emails and if/what steps should be taken at that time.

Automated JIT (email from address era-notify@mail.nih.gov):

Explanation of JIT automated email: NIH sends an automated JIT email when the JIT link is added to all grants receiving an impact score of 40 or less shortly after the review scores are posted. It does not reflect an institute's payline, so the automated JIT email should not be considered an official JIT request.

- ◆ If you receive the automated email, it does not necessarily indicate any action should be taken. If you received a score above the institute's payline or a PO has indicated that the project is not likely to be funded, no action is needed.

However, if your score falls within an institute's published paylines or PO indicates the likelihood of funding, then:

- ◆ The automated email should serve as a prompt to begin submitting any protocols required for the proposed research (especially IACUC, IRB) to the respective committee.
- ◆ If there is a current, active protocol that will be used for the JIT project, the grant will need to be added as a funding source to the protocol in order to be considered "approved" for the JIT.

- ◆ Human Subjects Education certification is usually required on projects with IRBs. If personnel working with Human Subjects have expired certifications, they can start working on re-certification at CITI (if expired) or complete the training, if new.
- ◆ The aim, at this time of this email, is to start the process of getting protocols approved and certifications completed by the time an official JIT request is made, as delays could jeopardize the potential funding of the grant.

JIT request from NIH employee (email from assigned GMS):

Explanation of official JIT request: A JIT should be submitted in eRA Commons when it is requested by the institute/agency that may be issuing the award. The official email JIT request comes from the Grants Management Specialist (GMS) assigned the selected grant.

- ◆ The PMI grants team will work with the PI to upload the required documents into eRA Commons.
- ◆ Ideally any protocols that were needed for the proposed research have been approved by the committee by this time, and any certifications completed.
- ◆ The NIH deadline is usually limited to 3-5 business days to complete the request.

Typically requested items (but other items may be requested as well):

- ◆ Other support for PI and key people
- ◆ IACUC approval date (if applicable) **PI Responsibility**
- ◆ IRB (if applicable) **PI Responsibility**
- ◆ Human Subject Education Certification (if applicable) **PI Responsibility**
- ◆ Current EIN# and ICD/Fringe rates

PMI Policy:

PMI administration begins the JIT submission process upon request by the funding institute's GMS. Once the email is received, PMI grants management aims to submit a JIT with all the requested documents, including any protocol approvals and certifications, by the NIH given deadline. In the event that protocols are not approved by the deadline, an initial JIT is submitted with all of the available documentation. As the outstanding protocols/certifications become finalized, additional JITs are submitted as the approvals are completed.

NIH JIT Information Quick Links:

eRA Commons: [Overview of NIH JIT](#)

NIAID's post: [Understanding the Two Just-in-Time Requests](#)

NIH Notice: [NOT-OD-12-101](#)

PMI Grant Contacts for JIT:

Karin Sack, karin.l.sack@vumc.org

Alethea Kelly, alethea.kelly@vumc.org

Post Award Process

If you receive a notification that you have received an award, please consult the **post-award** representative for the department (may be different than the grants contact who submitted the proposal). The post-award contact will assist with getting the project set up in the Vanderbilt system. The post-award representative will help with (may not be an all-inclusive list):

- ◆ creating a center number for the award
- ◆ developing the budget for the ledger and reporting systems
- ◆ submitting subcontract payments
- ◆ distributing monthly financial reports and maintaining correct financial reporting
- ◆ making effort reporting and ePac changes
- ◆ monitoring the financial activity in contracts
- ◆ completing final financial status reports at the end of a project

Progress Reports

Annual progress reports may be required by other funding sponsors. Please contact your PMI pre-award grants representative for questions and assistance with submitting your progress report.

As of July 1, 2013, NIH requires that annual progress reports for most grants be submitted through RPPR. The grants team has transitioned to the RPPR process to be fully compliant by the deadline. Talk to your grants contact to find about the new process and how to set up your progress report.