Flow Chart of General Grant Submission Process

PI contacts the Pre-Award Grants Office to let them know you are planning proposal submission at least 2 weeks prior to routing deadline (add 2 weeks if a subaward is involved.) **PEER COEUS Grants contact** starts proposal in Coeus. **Grant contact** starts log for proposal into PEER and requests PI Assurance and Also develops business sections and specific proposal forms. Conflict of Interest requests via PEER. PI develops the research related sections of PI and Key Personnel submit PI the proposal for uploading into Coeus. Assurance and Conflict of Interest per email instructions from PEER system according to what is needed for each. **ROUTING Deadline** Required documents for routing uploaded into Coues by Grants Contact. Completion required by internal deadline (8 business days before sponsor deadline).

FINAL SUBMISSION via Coeus 1 days prior to sponsor deadline once all final versions of supporting documentation have been uploaded into Coeus. PI completes does final submission.

PI should verify that sponsor has received the application.

• <u>Note</u>: 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.