FIRST THINGS FIRST

COMMUNICATE WITH DEPARTMENTAL GRANT & CONTRACT SUPPORT STAFF

• Be specific: OSP due date, sponsor due date, sponsor name, award amount, team players, scope of work, etc.
• Give them materials and check back often…do not disappear.

GET REGISTERED ON ELECTRONIC SYSTEMS:

• FastLane (include Co-PIs)
• NIH ERA commons
• Review Grants.gov system, forms
• Access to ASTRA for eGC-1
TIMING IS EVERYTHING

FINISH THESE KEY PARTS OF YOUR PROPOSAL AND ROUTE with eGC-1 TO OSP 10 WORKING DAYS AHEAD OF SPONSOR DUE DATE:

• Budget first. It’s your foundation.
  – START YOUR eGC-1
• Budget Justification
• Agency Cover Sheet (for signature at OSP)
• Subcontracts (time consuming)
• Project Summary
• Current & Pending Support for you and Co-PIs
• Biosketches
• Facilities needed, if any (most do not need new facilities)
• Forms for Human Subjects, Animal Care, EH&S
• DRAFT of your PROJECT DESCRIPTION & REFERENCES
  – COMPLETE YOUR eGC-1 FOR ROUTING
GIVE YOURSELF THE GIFT OF TIME

• UPLOAD YOUR FINAL PROJECT DESCRIPTION AT LEAST 5 DAYS AHEAD OF DUE DATE FOR FASTLANE, GRANTS.GOV (ERA COMMONS).

• DO THE ROTE TASKS FIRST

• YOU WILL HAVE TIME FOR YOUR SCIENCE

• YOU WILL HAVE PEACE OF MIND

REMEMBER: For review OSP looks at money and compliance, not the details of your science. Give them what they need EARLY.
BE PROACTIVE

• STAY IN CONTACT WITH YOUR DEPARTMENTAL SUPPORT AND OSP.
  – Find out preferred communication: email? phone?

• DON’T TAKE ANYTHING FOR GRANTED
  – Unless you’ve received official email notification your proposal has been submitted assume it has not.

• OSP RARELY MISSES A DEADLINE but it DOES HAPPEN.

• THE ENVELOPE HAS BEEN PUSHED TO THE MAX.