**EACPHS Grant Submission Timeline**

**One Month before Grant Submission Deadline**

* PI informs GCAs of potential or desired submission of grant
  + PI should provide as much of the following as possible to allow starting a Cayuse submission:
    - Title of project
    - Dates of performance
    - Opportunity number / announcement for award
    - Preliminary budget (if possible)
    - Contact for subcontracts / any subcontract documents already received (if part of project)
  + GCA should create a Cayuse record based on the information provided
  + GCA should also agree with PI on internal submission date that provides enough time for EACPHS and SPA submission deadlines (this date should generally be five business days before the actual submission deadline)

**One Month – One Week before Grant Submission Deadline**

* PI and GCA work together to complete the Cayuse record for the project
* Breakdown of work depends on PI preference, but GCA will typically complete the following sections of the Cayuse record:
  + SP: General Information
  + SP: Personnel Roster
  + SP: Proposal Budget
  + SP: Subcontractors
  + SP: Location of Sponsored Activities
  + SP: Proposal Attachments
    - Following documents to be completed by GCA for this section
      * Any cost share forms (completed by GCA and signatures obtained by GCA)
      * Any indirect cost recovery forms
      * Any indirect cost recovery rate change forms
    - GCA will upload all subcontract documents into SP
    - GCA will upload internal budgets into SP
  + 424: general information in RR section of form (SPA contacts, periods of performance, application type, etc.)
  + 424: budget section (modular or general)
  + 424: subcontract section (includes sub contract budget, attachments, and key individuals from subcontract)
    - Documents typically needed from a subcontractor:
      * Budget
      * Budget Justification
      * Letter of Intent / Agreement to enter a Consortium (WSU form or institution’s form)
      * Biosketches for all subcontract key individuals
      * Letter of support
      * Statement of Work
      * Resources and Facilities
      * Equipment, if applicable
  + GCA will attach documents as requested by PI
  + PI should concentrate on:
    - SP: Conflict of Interest
    - SP: Regulatory Compliance
    - SP: Export Control
    - SP: Intellectual Property
    - SP: Community Benefits
    - SP: Proposal Abstract
    - 424: Research Plan
    - 424: WSU key individual information (GCA will assist as needed)
    - 424: Performance sites (GCA will assist as needed)
    - 424: other project information section
    - 424: cover page supplement (as needed)
    - 424: assignment request (as needed)
    - 424: all attachments needed (GCA will assist with attaching forms as needed)
* GCA and PI should work together to obtain all subcontract documents if they have not been received during this period.
* GCA will review documents to make sure they are the correct version of forms (NIH FORMS for example)
* GCA will assist PI with other matters as needed (creation of ERA Commons ID, etc.)

**One Week (Five Business Days) – Grant Submission Deadline**

* GCA will work to ensure that EACPHS approvals are completed before SPA deadline (proposal should be at SPA step of approval 3 business days before submission deadline)
* PI should respond to all questions from SPA regarding corrections that may need to be made to the application (GCA will assist as needed)
* GCA will be responsible for any revisions needed for any WSU forms (with PI assistance)

**Post-Grant Submission Deadline**

* GCA will assist with any post-submission forms or edits as needed (JIT, etc.)
* If notice of award is provided, GCA will coordinate with department AAs and PI regarding index set-up (as needed)