

NIH Multi-Project Submission Timeline

For NIH Multi-Project submissions, the timeline and internal deadlines deviate from UNT's standard internal deadline. Timeline/Deadlines outlined below are adjusted for university holidays and closures.

Given the large nature of Multi-Project submissions, the expected timeline and internal deadlines are outlined below. However, it is always recommended and helpful to work well in advance of the deadlines to help ensure a successful submission!

- **3-6 months in advance of the deadline:**
 - Submit GCS Request: It is preferred that a GCS Request is submitted 6 months in advance, but no later than 3 months in advance of the submission deadline. This will enable GCA to review and determine which GCA Specialist to assign to the submission based on workload capacity, review the solicitation and associated guidelines, and time to coordinate with subaward organizations and/or external Senior/Key Personnel as needed.
 - Optional Components/Cores Determined: If the solicitation outlines 'optional' components/cores, it needs to be determined which optional components/cores will be included no later than 3 months in advance of the submission deadline, as well as which Components/Cores will include subawards. If a subaward organization will be Leading a particular Core/Component, this needs to be identified as well. This allows appropriate time for planning and coordinating any needed subawards for the component/core.
 - Connect GCA Specialist with any subaward organizations: If any of the Cores/Components include subawards to collaborating organizations, the GCA Specialist will need to reach out *well in advance* to ensure we receive the needed materials and certifications from the subaward organization(s) in order for the below deadlines to be met. At this time, it will need to be indicated if any of the subaward organizations are Leading any of the Cores/Components.
 - Institutional Letters: It is highly encouraged to initiate conversations with appropriate officials or individuals regarding any needed institutional letters or support letters that may be needed.
- **6 weeks in advance of the deadline:**
 - Subaward Materials Received: All Subaward Materials received from any included subrecipient organizations.
 - Application Started in ASSIST and all needed Cores/Components added: This will help to ensure all parties are familiar with the ASSIST portal and have needed access to the application in advance of the deadline. It is preferred that this is done as soon as possible, but no later than 6 weeks in advance of the deadline.
 - ALL individuals that will be listed as Senior/Key Personnel have been identified and added to ASSIST: *NOTE: No additional Senior/Key Persons should be added after the 6 week timeline since it is required that all Senior/Key Persons (except OSCs) have measurable effort (i.e.: effort in the budget) and to ensure sufficient time to confirm needed disclosures/trainings/certifications are on file for all Senior/Key Persons.* All Senior/Key Personnel need to be identified and *fully populated* into the RR Senior/Key Person Profiles in the appropriate components in the ASSIST application, including their eRA Commons ID (required). This will ensure all individuals have valid eRA Commons IDs and allow time for individuals to work with our office or their organization to get an eRA Commons IDs if they need one setup. Alert your GCA Specialist once all Senior/Key individuals have been added to ASSIST so they can review.
 - Senior/Key Personnel Documents: All Senior/Key Personnel documents (i.e. Biosketches) should be received by this time and uploaded to ASSIST. Given the typically larger project team, these

documents will be reviewed in advance to allow sufficient time later for review of other application materials.

- Institutional Letters: It is highly encouraged that any needed letters be at least drafted, if not finalized, by this time. This will allow the PI time to coordinate any needed signature with appropriate parties in time to meet internal deadlines.
- **4 weeks in advance of the deadline:**
 - Budgets (& Budget Justifications) for all Cores/Components finalized in GRAMS: Having budgets and budget justifications finalized by this time will allow time for the GCA Specialist to review all project budgets for appropriateness and compliance with sponsor guidelines and will also allow time for input of the budgets into the ASSIST application.
 - ASSIST Application: ALL application material should start to be uploaded directly to the ASSIST application at least 4 weeks in advance.
- **17 Business Days in advance of the deadline:**
 - At this time, it is encouraged to upload a draft printout of your *fully completed* ASSIST application to your GRAMS record and “**Submit for Department Review**”. This will allow time (5 business days) for the department and college to review and approve in GRAMS prior to the 12-day internal deadline outlined below. It is recommended to discuss with your Dept/College approvers well in advance to determine their availability and needed time to review/approve, and to adjust this timeline as needed to ensure needed approvals are in place 12 business days prior to submission.
- **12 Business Days in advance of the deadline (COMPLETE PROPOSAL APPLICATION DUE TO GCA):**
 - ASSIST Application Finalized: **ALL** materials should be uploaded to the ASSIST application and ASSIST Validation errors cleared. As a reminder, the Research Strategy documents can be in draft state at this time, but *near-final* draft versions should be uploaded to ASSIST for compliance review. All other components of the application should be finalized versions (including any needed letters). This will allow the GCA Specialist to perform a full review of the completed application for compliance with sponsor guidelines and to help ensure all needed materials are in place.
 - GRAMS FP Fully Approved: GCA should receive the completed and approved GRAMS FP record in their queue for review. GRAMS Funding Proposal and Budgets should be finalized, and a draft of the *fully completed* ASSIST application should be attached.
- **8am Day *prior* to the deadline:**
 - Final Research Strategies (and all other final documents) uploaded to ASSIST: It is encouraged to submit *at least* a day prior to the sponsor deadline. This allows time for the application to be submitted and transmitted to eRA Commons and to check for any generated errors. If there are errors that generate in eRA Commons, this allows time for the application to be updated to fix the errors and re-submitted prior to the deadline.

The PI meeting these internal deadlines will allow the GCA Specialist to perform a full compliance review of all Cores/Components of the Multi-Project submission. If the internal deadlines are not met, the review that is able to be provided by the GCA Specialist may become limited and will be provided as time allows. The GCA Specialist will give priority to proposal submissions in their workload that have met assigned internal deadlines and late proposals will not receive priority over proposals complying with the required lead times (internal deadlines), as outlined in the PI Handbook.