NIH Multi-Project Submission Timeline

For NIH Multi-Project submissions, the timeline and internal deadlines deviate from UNT's standard internal deadline.

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

- **2-6 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 2 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.
  - Connect GCA Specialist with any subaward organizations: If any of the Cores/Components will include subawards to collaborating organizations, the GCA Specialist will need to reach out *well in advance* to ensure we receive the needed materials from the subaward organization(s) in order for the below deadlines to be met.
  - 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 2 months in advance of the submission deadline. This allows time for planning and coordinating any needed subawards for the component/core.
- **1 month in advance of the deadline**:
  - 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 1 month in advance of the deadline.
  - Identify ALL individuals that will be listed as Senior/Key Personnel and add to ASSIST: All Senior/Key Personnel need to be identified and listed in the appropriate components in the ASSIST application. This will ensure all individuals have valid eRA Commons IDs and allow time for individuals to work with our office to get eRA Commons IDs if they do not already have one (or work to sort out issues with existing eRA Commons IDs). ALL Senior/Key Personnel must have an eRA Commons ID. Alert your GCA Specialist once all Senior/Key individuals have been added/identified so they can review.
  - 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.
- **16 Business Days 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.
  - At this time, it is also encouraged to upload a draft printout of your completed ASSIST application to your GRAMS record and "Submit for Department Review". This will allow time for the department and college to review and approve in GRAMS prior to the 12-

day internal deadline outlined below. As a reminder, the Research Strategy documents can be in a near-final draft state at this time.

- **12 Business Days in advance of the deadline (COMPLETE PROPOSAL APPLICATION DUE TO GCA):**
  - ○ <u>ASSIST Application Finalized</u>: **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 provided for compliance review. All other components of the application should be finalized (including any needed letters) by this time. This will allow the GCA Specialist to perform a full review of the application for compliance with sponsor guidelines and ensure all materials are in place.
  - ○ <u>GRAMS Record Submitted to GCA with dept/college approvals in place:</u> by this internal deadline, the GRAMS record should be fully completed and routed to GCA for review with needed *approvals already in place*. GRAMS Funding Proposal and Budgets should be finalized and a draft of the completed ASSIST application should be attached.
- **Noon (12pm) Day prior to the deadline:**
  - ○ <u>Final Research Strategies (and all other final documents) uploaded to ASSIST:</u> 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 to check for errors. If there are errors that generate in eRA Commons, this allows time for the application to the updated to fix the errors and re-submitted prior to the deadline.

The PI meeting these internal deadlines will allow for 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.