

## **Clarification: Proposal Review and Submission Policy**

March, 2015

The JHURA requirement that proposals be submitted at least five days before the sponsor's deadline is reduced to **three business days**. Any proposal submitted after three business days may not be subjected to a thorough review and therefore is not guaranteed to be error-free. In addition, all proposals must be routed through Coeus, via system-to-system if available, before it will be submitted to the sponsor.

### 1. 3-Day Proposal Review Period

**In order to provide departments and faculty sufficient time to prepare all required documents and complete a Coeus record, we are decreasing the JHURA review time from five (5) business days to three (3) business days.** To accommodate a shorter review period, all proposals should be in their final state when submitted to JHURA. JHURA will not submit change/corrected applications for any grants.gov application that reaches the eRA Commons error free. The new three-day due date will not allow sufficient time for staff to process corrections after applications are submitted to the sponsor.

### 2. Coeus Records

**All proposals must be complete in Coeus prior to review, signature, and submission to a sponsor.** Proposals must be approved in Coeus prior to submission to sponsor to assure that all compliance certifications are verified and that there is a university record of the proposal.

University policy and federal regulations require that the PI certify certain statements in every proposal, including the existence of potential conflicts of interest. It is necessary to complete the certification questions in Coeus to ensure compliance with these regulations. As the authorized signing official for the University, JHURA is also required to confirm university support of every proposal submitted to a sponsor.

In addition to providing timely submission of required PI certifications, there several other advantages to preparing a Coeus record prior to proposal submission. Coeus performs validations for both university and agency compliance. When monthly reports are sent to the President, Provost's Office, and Deans, it is more likely that the data is accurate and up to date. In addition, this data can be accessed by departments for monitoring research activities, as well as to populate the current and pending support forms of applications. Finally, if the proposal record exists within Coeus at the time of award, there will be no delay in account setup.

### 3. System-to-System Submissions

**All grants.gov proposals supported by Coeus are required to be submitted system-to-system (S2S). Adobe packets should no longer be used for proposals which are capable of being submitted S2S through Coeus.** There are several benefits to submitting proposals S2S:

- Proposal data is only entered once, thus improving efficiency as well as assuring more accurate data entry. The Adobe submissions require the user to complete the package and then re-enter the data into the Coeus record.
- When an error arises (which happens frequently), JHURA is able to quickly troubleshoot the S2S submissions. Errors are more difficult to identify and fix in Adobe submissions, which in turn increases the risk of missed deadlines due to the existence of “hard errors”. This streamlined check for errors will be particularly necessary to accommodate the shorter review period provided to the staff in JHURA.
- ORIS is able to report on the data more extensively if a detailed budget is present, which is required for S2S submissions.
- NSF Fastlane is exempt from this requirement.