Contract and Grant Submission Process for COP faculty:

In accordance with HSC policy, all extramural sponsored research grant proposals and contracts must be reviewed, processed/negotiated and submitted by the HSC PreAward office. Mary Woodruff, the CoP’s Contract and Grant Coordinator, serves as the CoP’s PreAward liaison and facilitates the required internal, HSC submission forms. Following details the PreAward process, relevant deadlines and required documentation for all contract and grant submissions:

For NIH Grant Submissions:

- **At least 15 business days** prior to the proposal due date, please notify Mary of your intent to submit to allow adequate time for her to prepare the required internal preliminary submission forms and to obtain the necessary reviews and signatures of the department chairs and Dean. Mary will collect budget and other information from you at this time.

- **At least 10 business days** prior to the proposal due date, all internal preliminary submission forms, the initial SF-424 application form with institutional information, as well as the draft science and budget/budget justification, are due to the PreAward office. Internal forms and other documents due at this time include (as applicable): The Proposal Data Sheet (PDS); Internal Budget Worksheet (IBW); Financial Conflict of Interest (COI) forms and FCOI training dates for all personnel named in the proposal budget; F&A split form; F&A waiver form; cost share commitment form; Statement of Work; and subaward documentation.

- **At least 5 business days** prior to the proposal due date, the final submission packet is due to PreAward. Science and budget must be in final form.

- **At least 48 hours in advance of the proposal due date**, PreAward will submit the proposal via grants.gov to allow for troubleshooting in case of transmission issues and error/warning corrections.

- A timeline waiver is required by Dean Welage in the event PreAward deadlines are missed.
For All Other Grant Submissions:

- **At least 10 business days** prior to the due date, please notify Mary of your intent to submit a proposal so she may prepare the required internal preliminary submission forms and obtain the necessary CoP reviews and signatures. Mary will collect budget and other information from you at this time.

- **At least 5 business days** prior to the due date, all internal preliminary submission forms, the initial application form, as well as the draft science and budget/budget justification, are due to the PreAward office. Internal forms and other documents due at this time include (as applicable): The Proposal Data Sheet (PDS); Internal Budget Worksheet (IBW); Financial Conflict of Interest (COI) forms and FCOI training dates for all personnel named in the proposal budget; F&A split form; F&A waiver form; cost share commitment form; Statement of Work; and subaward documentation.

- **At least 2 business days** prior to the due date, the final submission packet is due to PreAward. Science and budget must be in final form.

- A timeline waiver is required by Dean Welage in the event PreAward deadlines are missed.

For Contracts:

- Documents required by PreAward include: The Proposal Data Sheet (PDS); Internal Budget Worksheet (IBW); Financial Conflict of Interest (COI) forms and FCOI training dates for all personnel named in the proposal budget; Scope of Work with payment terms and a contract from the sponsor (PreAward will draft a contract, if needed). If applicable, F&A split and F&A waiver forms are also needed.

- PreAward’s review or drafting of the contract and negotiations with the sponsor typically take between two weeks to several months depending upon the complexity of the contract.

Please contact Mary Woodruff at MWoodruff@salud.unm.edu (272-1299) if you plan to submit a grant proposal or contract. Additional information concerning the PreAward process can be found on the CoP’s Office of Research website.