Pre-Award Proposal Submission Process

Pre-Award Contract & Grant Analysts (CGAs) are committed to assisting investigators with submitting timely and accurate proposals. The Pre-Award team delivers an array of services and expertise to support investigators in soliciting and securing sponsored project funding, including, but not limited to: pre-application/LOI support; proposal timelines, content review, preparation and submission; post-submission materials; and Just-in-Time (JIT) requests.

The following timelines and guidelines apply to all grants and subawards submitted through PAVIR to ensure a timely submission of each application.

PI Commitments

In order to effectively and accurately submit proposals, PIs are required to:

- Adhere to the timelines below, or to a modified timeline developed in agreement with the assigned CGA as needed
- Communicate any periods of limited or no availability for the two-week period prior to the submission deadline

Timelines

Each Pre-Award CGA serves many PIs and may have competing deadlines for the submission date you are considering. The timelines below may be adjusted during times of increased proposal volume.

Early notification and extended processing time might be required in the following additional circumstances:

- The sponsor or any collaborating institution is a foreign entity.
- Project involves collaborators and institutions that have processing or approval deadline requirements which might be greater than PAVIR's.
- The proposal is for a U.S. federal government contract — not a grant or cooperative agreement.
- The sponsor requires the submission of a small business subcontracting plan, an intellectual property management plan, a laboratory safety plan, or any other plan or document that must be developed or coordinated outside of PAVIR.
- Proposals which require prior VA approval (e.g., MPV data, American Heart Association or other sponsors with potential IP issues).
- The proposal requests direct costs in excess of $5 million in any budget year.
- Proposals that require an IDC waiver request.

Full Proposals (PAVIR as prime)

Due to Pre-Award	Submission Component/Task
6 weeks in advance of submission deadline	Initial notification, including list of collaborators, sites, and contact info
4 weeks in advance of submission deadline	Administrative documents (VA/PAVIR site): biosketches, letters of support (including Other Significant Contributors), CPOS, facilities, equipment
15 business days in advance of submission deadline	Final subaward package (*see below)
10 business days in advance of submission deadline	Final budget, budget justification
7 business days in advance of submission deadline	Final ancillary documents: human subjects, animals, data management, etc.
3 business days in advance of submission deadline	Final science documents for submission

* Subawards: Full sign-off from consortium institutions is required prior to submission. The timing of this process varies, depending on the institution, and can impact the timelines stated above.

Subaward to PAVIR

Due to Pre-Award	Submission Component/Task
3 weeks in advance of prime site deadline	Initial notification
2 weeks in advance of prime site deadline	Administrative documents: biosketches, letters of support (including Other Significant Contributors), CPOS, facilities, equipment
5 business days in advance of prime site deadline	Final budget, budget justification
2 business days in advance of prime site deadline	Final ancillary documents: Statement of Work, institutional letters, etc.

Pre-award Services

Pre-Award Grant Analysts provide the following basic services in support of PIs:

- Respond to communications within two (2) business days.
- Review and assess sponsor guidelines, identify key requirements, and liaise with sponsor for clarification when needed.
- Determine preponderance of work as per the Master Agreement.
- Manage development of budget and related documentation, evaluate/analyze budget components.
- Assist with proposal submission forms.
- Prepare required sponsor administrative forms.
- Contact and collaborate with partner institutions to secure all necessary subcontract documentation.
- Ensure all regulatory requirements are identified and internal institutional processes are followed.
- Review the final proposal package to ensure all administrative requirements have been met.
- Obtain required approvals and provide institutional approval for the proposal.
- Complete the final submission package, upload final documents and forms, and submit to the sponsor.
- Coordinate Just-In-Time (JIT) submission deliverables.

Services Not Provided. The Pre-Award Team does not provide the following services:

- Development of scientific documents.
- Development of IRB and IACUC protocols.
- Submission of pre-applications or Letters of Intent that are non-binding or do not require a budget.
- Issues specific to VA such as MTAs, DUAs, etc.
- Proposals to VA
- NIH K and T awards

The PAVIR Pre-Award team may not be able to perform all services listed above if notice of the proposal is received late.

I submitted the application - What next?

Upon submission of your application, PAVIR CGAs will enter project sponsorship information in the Research Development Information System (RDIS) on your behalf.

My proposal was not funded - What next?

If your application is not funded, notify your Pre-Award CGA in order for them to update RDIS and other internal records.

I received a JIT request - What next?

Typically, if the sponsor intends to fund your project you will receive a Just in Time (JIT) request. Should you receive a JIT request, you should do the following to ensure timely approval from the R&D Committee:

- Immediately notify your Pre-Award CGA, who will begin collecting requested JIT information.
- Refer to the R&D Committee Calendars for important deadlines to complete Drafts in RDIS for your project by the deadlines. This step begins the process for obtaining required regulatory documents, such as IACUC or IRB approvals, needed to complete the JIT process.

I received Notice of Award - What next?

In order to establish a PAVIR account, your project must be approved by the VA Palo Alto Research & Development (R&D) Committee. Once you obtain R&D approval your Post-Award CGA will set up a PAVIR account. You will be notified of your new PAVIR account number.