COEUS Proposal to Award – outline

--- SPA  --- PI or Research Unit  --- Sponsor  --- Contracts

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GRANTS

COEUS PROPOSAL DEVELOPMENT...

- New Proposal in COEUS - Research Unit (RU) working with PI creates Proposal in COEUS.

  - **Items to include for SPA Administrative review**
    - Abstract/Scope of Work
    - Detailed Budget
    - Budget Justification
    - Special Review issues - IACUC, IRB, etc.
    - Facilities and Resources
    - Additional Items:
      - VU is Prime Recipient
        - Sponsor Funding Opportunity Announcement (FOA)
        - Institutional/SPA signature page, if required by Sponsor
        - If there are Sub-Recipients (Outgoing funds to another institution helping VU with a portion of the work)
          - Signed Subrecipient Statement of Collaborative Intent Form (SSCI) from Sub-Recipient (SR)
        - SOW, budget, justification, etc., for SR should be included in VU items.
      - VU is Sub-Recipient (Incoming sub-award funds to Vanderbilt)
        - Prime Recipient Letter of Intent form to be signed by SPA as part of the application
        - Draft of Agreement from Prime Recipient, if available

- Research Unit creates PEER Grant Log (G log) to track proposal and capture PI Assurance Certification and Key Person(s) COI.
  - PI and Faculty involved as Key Persons in proposal will receive e-mail requesting Assurance and COI be completed.
    - Proposal will not be approved by SPA until all certifications are completed

- Research Unit routes Proposal via COEUS for internal approval
  - Proposal routes to other RUs with Faculty listed as Key Persons on the project for approval prior to being received by SPA.

- COEUS Proposal is received in SPA for administrative review AFTER all other approvals are complete.

- SPA Grant Coordinator updates PEER G Log to "Received in Central Office"

- Proposal appears on designated SPA Specialist PEER Work Log Dashboard indicating that proposal is waiting for review.

  - SPA Administrative Review includes
    - Sponsor guidelines - Terms & Conditions
    - Abstract/Scope of Work (SOW)
COEUS Proposal to Award – outline

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- **Budget (F&A / Fringe Rates, Effort)**
- **Budget Justification (comparing it to Budget for accuracy)**
- **Compliance (IACUC, IRB, etc.)**
- **Facilities & Resources**
  - **During Specialist REVIEW, Proposal may be returned to PI/Department for corrections based on Budget, Effort, missing Narratives, required Questionnaires**

- Proposal is approved by SPA
- Proposal is submitted to Sponsor based on Sponsor guidelines.
  - **Grants.gov** - Federal proposals submitted system-to-system (S2S) via Grants.gov are returned to PI via Coeus for upload of final documents, final review, and submission to Sponsor
  - **Sponsor-designated online portal** - Submitted by PI or SPA
  - **E-mail** – by PI. RU will forward “as submitted copy of Proposal” to SPA for Coeus files.

- SPA Specialist updates PEER “G” log after Proposal is submitted to Sponsor to Complete or “Waiting for copy of Submitted Proposal”. PEER will send out reminders on a weekly basis to DEPT (RA/RU) until DEPT submits a Full Copy of the Proposal to SPA. Once a Fully submitted Proposal is received, SPA Specialist will mark “Complete”.

**Pending COEUS INSTITUTE PROPOSAL...**

- Institute Proposal (IP) module is automatically created in COEUS when SPA approves the Proposal
  - IP status remains PENDING while Sponsor reviews proposal.
- SPA receives notification from Sponsor or PI of possible award and request for additional information
  - IP status is updated to AWARD PENDING in COEUS
  - Correspondence, documentation to and from Sponsor such as revised Budgets, requests for JIT, Pre-Award Spending, and other documents related to the Proposal during Sponsor Review are uploaded to the COEUS Institute Proposal.

**AWARD...**

- Sponsor notifies SPA or PI of award.
  - Notice of Award, Award Agreement, E-mail from Sponsor, Draft Agreement from Prime Recipient, etc.
    - Grant is awarded in COEUS
    - Incoming Sub-Award, Outgoing Sub-Award or Contract – (submit Contract Request via PEER)
CONTRACTS - All Sub-awards and Contracts are processed and tracked via PEER. (Paperless Environment for Electronic Review)

CONTRACT REQUEST
- Research Unit (RU) initiates Contract Request (CR) via PEER using the G Log associated with the COEUS Proposal
  *Contract Request will not be approved without a link to a COEUS proposal via a G PEER log.
    - (See PEER Directions- Incoming, Outgoing, Negotiated Contracts)
      1. Create a Contract Request in PEER if there is a G log number
      2. Create_Contract_Request_when_there_is_no_G_log_or_UNIV

- PEER SCREENS TO COMPLETE:
  1. General Information
  2. Funding & Dates
  3. Sponsor/Other Party
  4. Questionnaire
  5. Subcontracts
  6. Attachments
    - Contracts – Draft Agreement; Any supplemental directions pertaining to agreement from Prime recipient or VU PI
    - Incoming Subaward – Draft Agreement from Prime Recipient reviewed by Department, Other Party’s LOI form, revised budget, justification, Statement of Work, prime award NOGA, etc., if applicable
    - Outgoing Subawards – budget, SSCI, Subrecipient’s SOW, budget & budget justification. Also include VU award from Prime Sponsor
  7. Review & Submit
    - System will run validations to ensure complete request.
      - Reminder...Request will not be approved without a link to a COEUS Proposal via a PEER G Log

- CR is completed and submitted by Research Unit via PEER to SPA
INCOMING SUBCONTRACT* (Incoming flow-thru funding from Prime Recipient)

- Contract Analyst reviews attachments, which could include:
  - Any supplemental directions pertaining to agreement from Prime recipient or VU PI
  - Incoming – Draft Agreement from Prime Recipient reviewed and signed by VU PI, Subrecipient questionnaire, revised budget, change of SOW, etc., if applicable
- Contract Analyst submits Final Draft through PEER: Routing Tab for Dept & PI eAPPROVAL
- Contract Analyst submits eAPPROVED draft to VU AOR for partial-execution through PEER
- Contract Analyst receives PE agreement from VU AOR, and then sends it to the OP Contact.
- Contract Analyst completes Subrecipient Questionnaire (Federal Uniform Guidance), if applicable.
- The Other Party Contact returns fully-executed agreement to CA
- Fully executed copy uploaded in PEER Tracking by CA
- PEER Contract log is marked Active by CA resulting in distribution to contacts (PI, Research Unit)
  - The approved contract is added to the Award Management tracking system in PEER for awarding in COEUS by the Post-Awards Team.

(**Notes, comments & e-mails related to processing and/or negotiation of Contract are recorded in “Comments Log” section of PEER on date of occurrence.)
OUTGOING SUBCONTRACT * (Vanderbilt is prime recipient and outsourcing portion of project to Subrecipient)

- CA reviews SOW/Budget/Budget Justification/SSCI received from Subrecipient (SR)
  - Any supplemental directions pertaining to agreement from Prime recipient or VU PI
  - Outgoing – budget, SSCI, SOW, budget & justification from Subrecipient. Also, include VU award from Prime Sponsor.
- CA creates draft agreement, including Notice of Award or Contract Agreement received from Prime Sponsor.
- CA submits the DRAFT FINAL Agreement through PEER to DEPT & PI for eAPPROVAL.
- Upon receipt of eAPPROVALS, CA emails the FINAL DRAFT to the OP for partial-execution.
- Upon receipt of the partially-executed agreement, the Federal Subrecipient Questionnaire (FSQ) is initiated in PEER and sent to the OP Contact for completion.
- Upon electronic completion of the Subrecipient Questionnaire (FSQ), the CA reviews & signs off on the FSQ, then the CA emails the partially-executed agreement to the VU AOR to sign.
- A copy of the fully-executed agreement is uploaded into PEER Tracking by CA
- PEER Contract log is “Activated” by CA resulting in distribution to contacts (PI, Research Unit & Other Party)
  - The approved outgoing sub-award is added to the Award Management tracking system in PEER which prompts the Post-Award Team to:
    - Upload the fully-executed agreement in the COEUS “Maintain Subcontracts” module.

(**Notes, comments & e-mails related to processing and/or negotiation of Contract are recorded in “Comments Log” section of PEER on date of occurrence.)