The successful proposal development and submission process is a collaborative team effort between the principal investigator and the Pre-Award Manager. For a list of Allied Health Sciences Office of Research Contacts (OOR) go to: [http://www.med.unc.edu/ahs/research/office-of-research-faculty-and-staff](http://www.med.unc.edu/ahs/research/office-of-research-faculty-and-staff)

Principal Investigator Responsibilities

Per policy 200.3 On externally sponsored research projects, only fulltime, permanent EHRA employees may serve as principal investigators (PIs), in accordance with the University’s [eligibility policy](http://www.med.unc.edu/ahs/research/office-of-research-faculty-and-staff). Any exceptions require the approval of the department chair and the dean. Each principal investigator and each member of the research team is responsible for ensuring department heads, deans and directors that his/her University commitments will be sustained during the duration of the research project.

Doctoral students and Postdoctoral fellows cannot be designated as lead PIs in RAMSeS and are not recognized in that capacity by the University. Instead, doctoral students and postdocs are designated other project team roles under the oversight of an eligible full-time, permanent EPA faculty member, who is named as the PI in RAMSeS and assumes the role of “mentor” to the doctoral student or postdoc.

**During the proposal development and submission phase the principal investigator is responsible for:**

- Initiating contact with the Research Foundation,
- Reading and understanding the funding opportunity guidelines,
- Completing the Grant Pre-Submission (GPS) Notification System as early as possible. Completing the GPS alerts the AHS Office of Research of the proposed project and the PI’s needs for support. We recommend completing the GPs at least 2 month before the due date of the project [http://www.med.unc.edu/ahs/research/gps](http://www.med.unc.edu/ahs/research/gps)
- Complying with Foundation policies and procedures regarding the review and approval of proposal submissions,
- Ensuring that all the information in the proposal is presented in a manner that is complete, accurate, and developed according to the practices commonly accepted within the scientific community,
- Ensuring that all required university forms and certifications are completed in a timely manner,
• Ensuring that all work and activities will be performed as described in the proposed project if the application is chosen for an award.

Pre-Award Manager Responsibilities

The initial contacts for proposal development are Pre-Award managers who work with principal investigators and project teams by providing assistance throughout the proposal development, submission and award or declination process.

During the proposal development and submission phase the Pre-Award manager’s responsibilities include assistance with the following:

• defining research goals,
• interpreting sponsor’s guidelines
• reviewing and editing proposal documents,
• developing and ensuring accurate project budgets,
• initiating and monitoring on-campus review (routing) processes,
• ensuring adherence to institutional, sponsor, and governmental guidelines,
• submitting proposals in accordance with guidelines,
• negotiating awards and contracts.

Award Routing

Proposal Announcement ➔ GPS Entry (DAHS Internal) ➔ Budget Development (Jennifer or Kevin) ➔ Route budget, justification and abstract through RAMSeS

What gets routed through Sponsored Programs Office (SPO)? NIH (R, K and F series only); Subcontracts; Foundations (e.g. Autism Science); Contracts (e.g. UNC Hospitals, Orange County)

What gets routed through Office of Sponsored Research (OSR)? OSR is the Signing official for all other sponsors e.g. DoED, DOD, NC State Board of
The link below is new to the Office of Sponsored Research website. This link provides information for all parts of the Award Lifecycle:

- [https://research.unc.edu/sponsored-research/award-lifecycle/](https://research.unc.edu/sponsored-research/award-lifecycle/)

Terms

*PI = Principal Investigator*

*IPF = Internal Processing Form*

*eSNAP = Electronic Streamlined Non-Competing Award Process*

*C= Conflict of interest*

*JIT = Just in Time*

*LOI = Letter of Intent*

*NCE = No Cost Extension*

*RFP = Request for Proposal*

For more go to: [https://research.unc.edu/sponsored-research/resources/glossary/](https://research.unc.edu/sponsored-research/resources/glossary/)