

Pre-award Responsibilities

Award Initiation and Management Tasks	Principal Investigator	Department Personnel	R&D
Proposal Preparation--Carilion as Prime			
Identify and disseminate sponsor solicitation.	PI		
Review sponsor solicitation.	PI	DP	R&D
Confirm sponsor portal access/account*	PI	DP	R&D
Prepare and submit letter of intent to sponsor, if applicable	PI		
Submit R&D application or other intake form, as applicable	PI	DP	
Provide guidance and interpretation of federal regulations, agency specific requirements, and institution policies and procedures.		DP	R&D
Proposal Components:			
Prepare proposal cover letter (if applicable).	PI	DP	
Prepare proposal cover page, if applicable	PI	DP	
Prepare references cited.	PI		
Prepare project summary/abstract.	PI		
Prepare project description/research narrative.	PI		
Prepare/collect biosketches.	PI	DP	
Prepare internal project budget(s).	PI	DP	R&D
Identify subawardees, if applicable*	PI		
Prepare other support documents	PI	DP	R&D
Prepare budget justification(s).	PI	DP	
Prepare other forms (ie. data management plan, data sharing)	PI		
Prepare facilities/equipment and other resources.	PI		
Administrative Components:			
Document dept chair approval of project budget			R&D
Fill in sponsor required budget forms.	PI	DP	R&D
Complete subrecipient data sheet.			R&D
Complete representations and certifications and financial info forms.			R&D
Complete other sponsor required forms.	PI	DP	R&D
Collect other supplementary documents including letters of support.	PI	DP	R&D

Award Initiation and Management Tasks	Principal Investigator	Department Personnel	R&D
Prepare institutional letter of commitment			R&D
Complete and upload documents to sponsor system, if allowable	PI	DP	R&D
Review final proposal for adherence to sponsor and institutional guidelines.	PI	DP	R&D
Submit the proposal.			R&D
Proposal Preparation--Carilion as Sub awardee			
Obtain PI acknowledgement & Department approval for key personnel	PI	DP	R&D
Prepare required subrecipient form			R&D
Prepare statement of work (SOW)	PI		
Prepare project budget(s).	PI	DP	R&D
Prepare budget justification(s).	PI	DP	
Prepare biosketch(es)	PI	DP	
Prepare indirect cost (IDC) agreement			R&D
Prepare institutional letter of commitment			R&D
Prepare facilities/equipment and resources and letters of support.	PI	DP	
Document dept chair approval of project budget			R&D
Review final proposal for adherence to sponsor and institutional guidelines.	PI	DP	R&D
Submit subaward proposal to sponsor			R&D
*Proposal Preparation--Carilion issuing a subaward to external partner			
Collect required subrecipient form			R&D
Prepare statement of work (SOW)	PI		
Collect project budget(s).	PI	DP	R&D
Collect budget justification(s).	PI	DP	
Collect indirect cost (IDC) agreement			R&D
Collect institutional letter of commitment			R&D
Collect biosketches		DP	R&D
Collect facilities/equipment and resources and letters of support.	PI	DP	

Award Initiation and Management Tasks	Principal Investigator	Department Personnel	R&D
Confirm subrecipient's forms are complete and correct.			R&D
After Submission			
Complete Just-in-Time requests in sponsor systems.	PI	DP	
Submit Just-in-Time requests in sponsor systems.		DP	R&D
Track review timeline/status of proposal.	PI	DP	R&D
Update budget/sponsor forms at request of sponsor.	PI	DP	R&D
Review sponsor feedback to determine next steps	PI	DP	R&D