Critical Dates

Create Shell of Proposal in VCUeRA   April 1, 2009
Complete and Submit Subcontractor Data Form   April 1, 2009
Complete and Submit External Persons Form   April 1, 2009
Complete and Submit NIHeRA Commons Account Form   April 1, 2009
Deadline for Guaranteed Submissions to Grants.gov   April 8, 2009
Final Deadline for OSP Receipt of Complete Proposals April 15, 2009

Proposals received in OSP after April 15, 2009 will be submitted on a first-come, first-served basis, based on Grants.gov system availability, after all proposals completed and received by April 15 have been submitted.

April 2009
RC1 and Revision Proposal Submissions

Important Notes for Creation, Preparation, Routing and Submission of VCUeRA Proposals

- Create a "New Proposal." Do Not "Create From Existing."
- Department Chairs will receive "Information Only" copies of proposals for review. No Chair approval is required in the system.
- Dean's Offices should approve and submit only those proposals with <u>final science</u> and all other final documentation uploaded.
- Following Dean's Office submission, the proposal will be routed to the Office of Research Information Technology (eRA Help) to validate page limitations and verify final science upload.
- The Office of Research Information Technology (eRA Help) will either return all incomplete proposals to the PI for completion and rerouting or route all complete proposals to OSP for review, approval and submission.

OSP is committed to work to submit proposals to Grants.gov through the VCUeRA system and review and approve paper proposals throughout the month of April. We have commitments from many of our staff to work evenings and weekends to ensure proposals are submitted; however, we have verified that our vendor, InfoEd, and Grants.gov staff will not be working evenings and weekends. OSP has no control over the Grants.gov system, its availability, or its functionality. We cannot guarantee submission success for any Revision or RC1 routing to us after April 8, 2009 nor can we guarantee review, approval and attempted submission for any Revision or RC1 routing to us after April 15, 2009.