

**From start to submission** (grants due Apr 8, 2020)

## Class: Routing and Submission

# Submitting Grants at Emory: 4 primary processes

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Composition

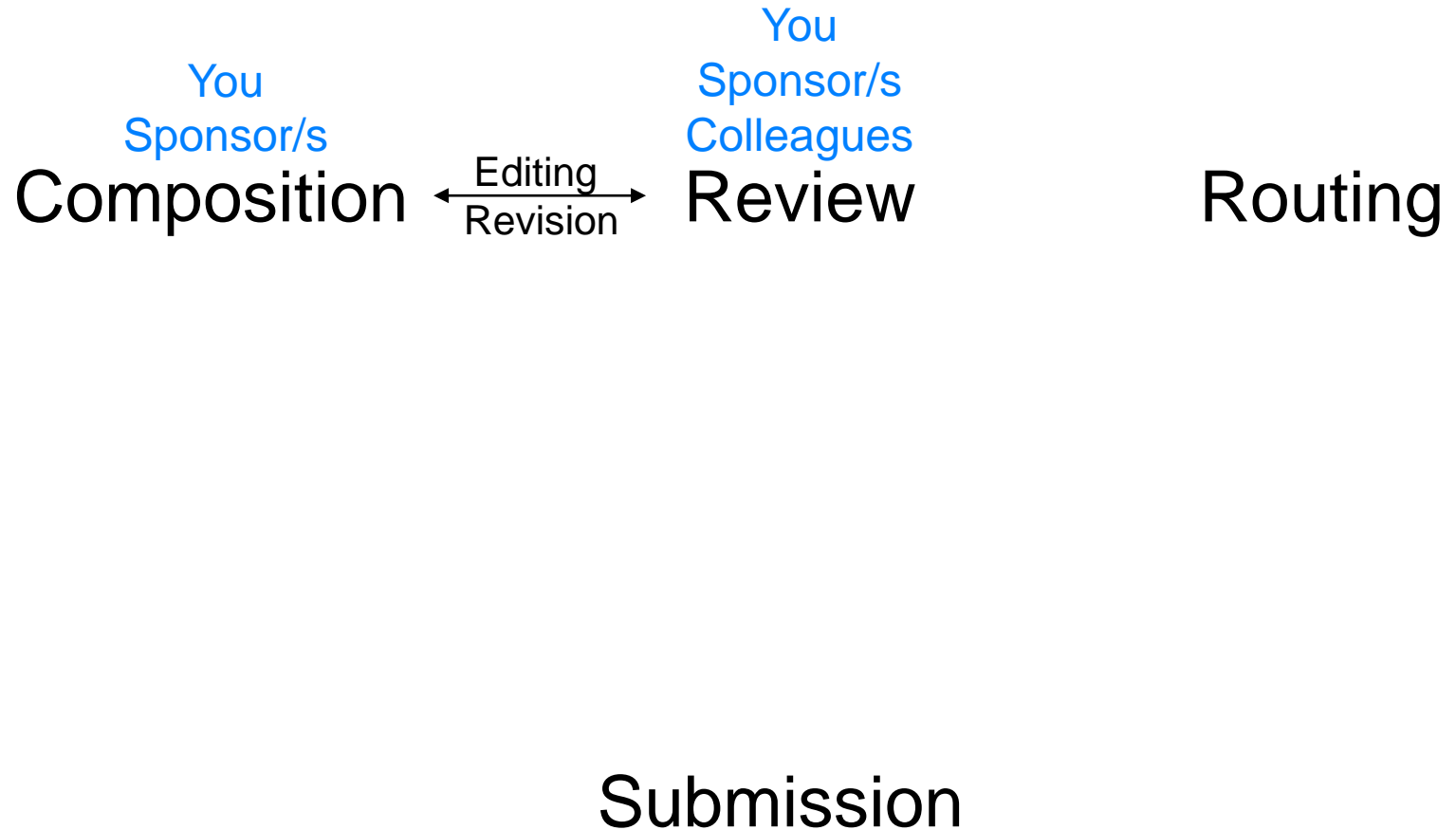
Review

Routing

Submission

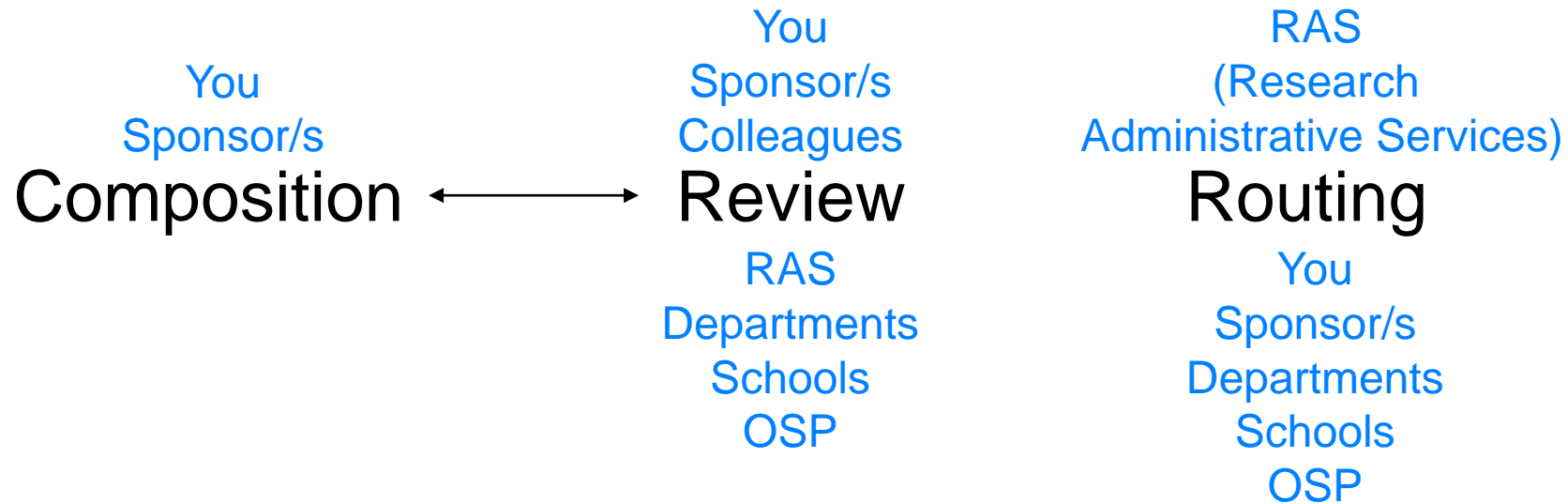
# Submitting Grants at Emory: 4 primary processes

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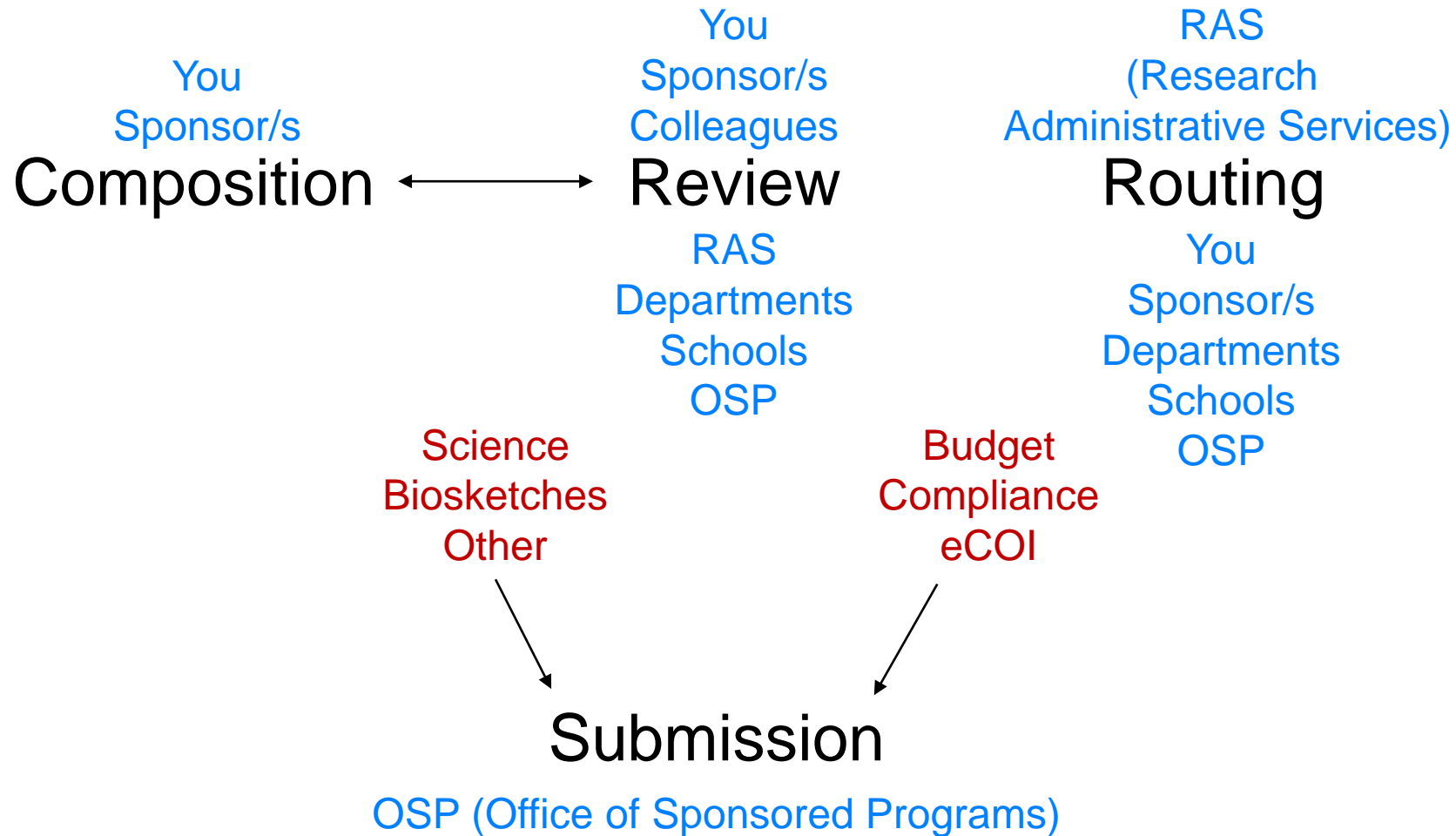


# Submitting Grants at Emory: 4 primary processes

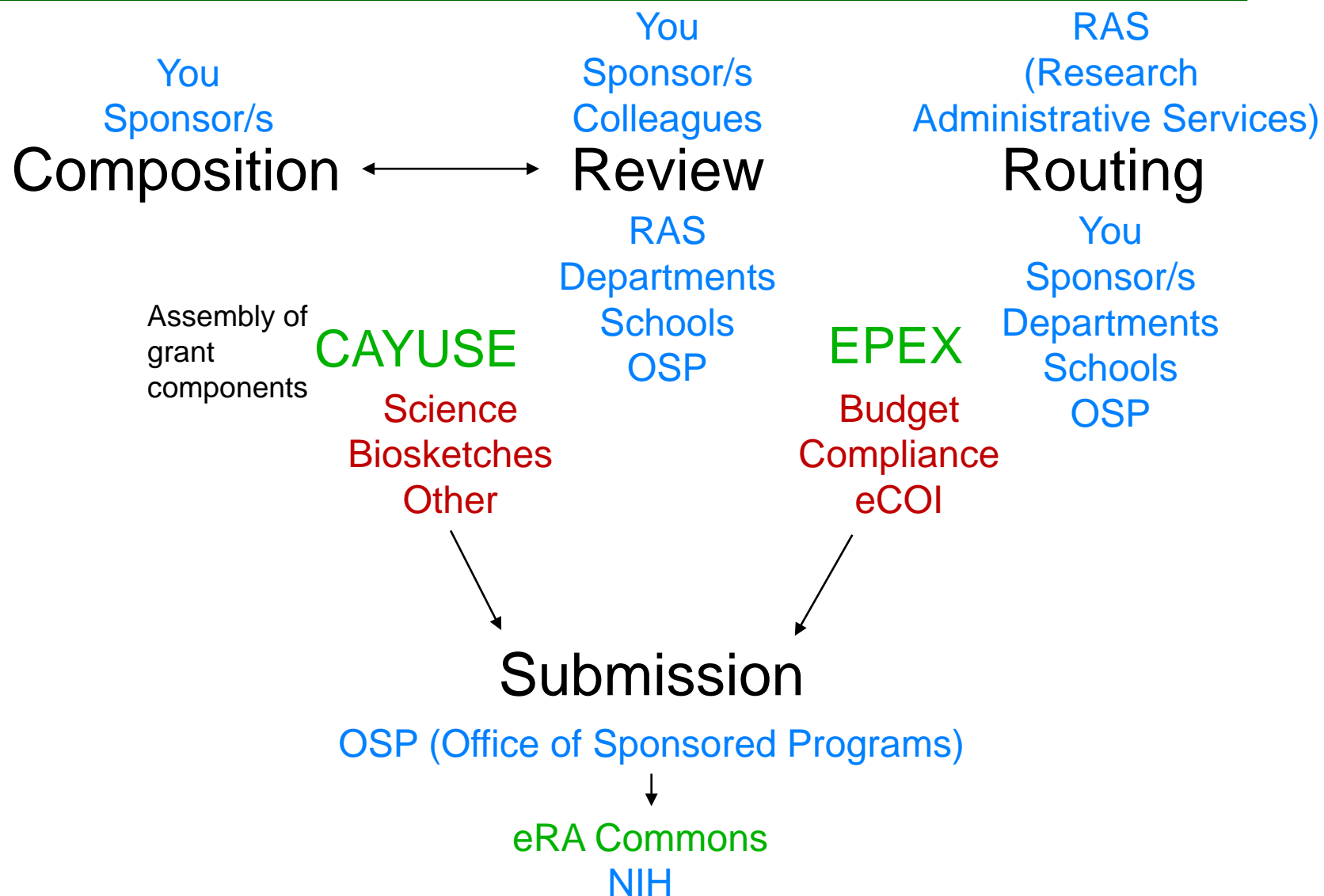
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# Submitting Grants at Emory: 4 primary processes



# Submitting Grants at Emory: 4 primary processes



# Process Overview

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- 1) eRA Commons username - Done
- 2) Identify funding mechanism - Done
- 3) Emory RAS - Intent to submit
- 4) Assemble grant components
- 5) Routing the proposal
- 6) Submit!
- 7) Post submission

# 1) eRA Commons



U.S. Department of Health & Human Services

[www.hhs.gov](http://www.hhs.gov)



Commons

A program of the National Institutes of Health



Welcome: BECKY KINKEAD  
ID: BKINKEAD  
Institution: EMORY UNIVERSITY  
Roles: PI  
[Logout](#) | [Contact Us](#) | [Help](#)

[Home](#) [Admin](#) [Institution Profile](#) [Personal Profile](#) [Status](#) [ASSIST](#) [Prior Approval](#) [RPPR](#) [xTrain](#) [xTRACT](#) [Admin Supp](#) [eRA Partners](#) [Non-Research](#)

## Welcome to the Commons

### Welcome

BECKY KINKEAD  
ID: BKINKEAD  
Institution: EMORY UNIVERSITY  
Roles: PI

### eRA Service Desk

- Hours: Mon-Fri, 7AM-8PM EDT/EST
- Web: <http://grants.nih.gov/support>
- Toll-free: 866-504-9552
- Phone: 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

### System Information Message

All systems are currently available.

**Note:** When application and grant reporting submission delays occur because the applicant or recipient organization is officially closed due to a natural disaster or other emergency, the NIH will consider accepting late applications and reports, on a case-by-case basis. Please reference notice [NOT-OD-17-106](#) in the NIH Guide for Grants and Contracts for additional details.

**Heads up!** eRA Commons users with more than one account will get an email in late summer to log in and verify their preferred account. Multiple accounts with scientific roles (PI, Trainee, ASST, etc.) will be combined into one account, important for ensuring you get credit for all your grant awards, reporting purposes, and identification of reviewer service for continuous submission. See [Nexus article](#).

Commons allows you to perform the following activities below based on the privileges associated with this profile:

- **Administration** - Allows you to assign a delegate to perform system and accounts maintenance [more...](#)
- **Institution Profile** - Enables you to view and update institution information [more...](#)
- **Personal Profile** - Allows you to update your personal information. Please periodically review your profile to ensure accuracy of information submitted [more...](#)
- **Status** - Allows you to check the status of grants and applications that have been submitted [more...](#)
- **RPPR** - Allows you to review the information needed to complete a progress report. See [RPPR Information](#) and [Submitting Progress Reports](#).
- **xTrain** - Enables you in a Trainee or SO role to confirm the information that you have submitted for a Trainee role type [more...](#)
- **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing [more...](#)

### What's New

- [New in RPPR](#)
- [New Service Desk System](#)

### Commons Resources

- [Frequently Asked Questions](#)
- [Latest Release Notes](#)
- [Commons Login Tutorial](#)
- [Commons Support Page](#)
- [eRA Training](#)
- [User Guides](#)
- [Grantee Organization Registration](#)
- [eRA Website](#)
- [Applying Electronically](#)

### Additional Links

- [eRA Contacts](#)
- [RePORT](#)
- [Grants.gov](#)
- [iEdison](#)
- [National Institutes of Health](#)
- [Public Access Policy Page](#)
- [Loan Repayment Program](#)
- [Like This](#)
- [Multiple Affiliations](#)
- [Commons Quick Queries](#)



### 3) RAS - Intent to submit

**EMORY UNIVERSITY** | Research Administration Services

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Search

HOME | ABOUT | POLICIES | SERVICES | OPERATIONS | FACULTY RESOURCES | RASNET

**Contact Your RAS Unit**

- RAS - ABOSS
- RAS - Basic Sciences
- RAS - Cancer & Imaging
- RAS - Colleges and Prof. Sch.
- RAS - Hospital & Specialty Svc.
- RAS - Medicine
- RAS - Pediatrics
- RAS - Public Health and Nursing
- RAS - Yerkes
- Don't Know? Find Your RAS Unit

**RAS** Research Administration Services  
*Expertise. Collaboration. Service.*

**MISSION:** To support Emory's research goals through providing best-in-class delivery of research administration support services to Principal Investigators, departments and the University.

Services provided by Research Administration Services (RAS) will be:

- Customer-focused
- Compliant
- Collaborative
- Consistent
- Cost-effective
- Continuously improved

**WELCOME!**

Welcome to the Research Administration Services (RAS) website. On this site, you can find important links, information on each RAS unit, and an overview of the RAS Central Operations team. If you have questions or want to provide feedback, please contact us at [ras.centraloperations@emory.edu](mailto:ras.centraloperations@emory.edu).

**RAS NEWS**

**RAS GOALS – FY2018**

**Goal 1: Maintain and Improve RAS Operations**

- Identify and participate in faculty outreach
- Develop CRM Plan for RAS Central and each RAS unit and launch
- Migrate RAS blackboard to RASnet
- Support R&R projects led by ORA
- Maintain monthly deficit management process

**ORA CALENDAR**

Today | Thursday, June 14

**Thursday, June 14**

- 12:00pm IRB: Webinar
- 3:00pm EHSO: Chemical Safety C

**Friday, June 15**

- 8:30am OCR: Day 2 of 2-Introducti
- 10:00am WCI CPOE Training

**Saturday, June 16**

- OSP: Grant Deadline

**Monday, June 18**

- 9:00am OCP: EPMS Training

+ GoogleCalendar

This is where you start a grant submission in the Emory system

RAS units are associated with specific departments

Getting started is either an email (eg. Yerkes, DOM, etc) or completing the Intent to Submit form (eg. ABOSS, basic sciences, etc)

### 3) RAS - Intent to submit (example ABOSS)

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RAS - ABOSS  
Director's Message  
Meet the Team

RAS - Basic Sciences

RAS - Cancer & Imaging

RAS - Colleges and Professional Schools

RAS - Hospital and Specialty Services

RAS - Medicine

RAS - Pediatrics

RAS - Public Health and Nursing

RAS - Yerkes

Home » RAS Units » RAS - ABOSS

**RAS - ABOSS**

**RAS**

Anesthesiology, Brain Health, Orthopaedics, Surgical Services

*Expertise. Collaboration. Service.*

**For Pre-Award Support:**

If you plan on submitting a proposal or otherwise need pre-award support, please complete our online **Intent to Submit form**. Within 48 hours, a RAS Pre-Award Administrator will contact you to begin support. We ask that you use this email address to ensure your request is addressed as quickly and consistently as possible.

If you have been working with a Pre-Award Administrator on an existing proposal or issue, do not hesitate to follow up with them directly!

**For Post-Award Support:**

Upon receipt of eNOA, the RAS Post-Award Administrator assigned to your award will be in contact with you.

If you are unsure who to contact about an existing award or outstanding issue, please use [ras.aboss@emory.edu](mailto:ras.aboss@emory.edu) and someone will be able to point you in the right direction.

**Director:**  
Michelle H. Smith

**Location:**  
1762 Clifton Road  
Atlanta, GA 30322  
Email: [ras.aboss@emory.edu](mailto:ras.aboss@emory.edu)

**SURVEY**  
Pre-Award Satisfaction Survey  
PRE-AWARD SATISFACTION SURVEY ►

**SURVEY**

Clicking the **Intent to Submit** form takes you to a REDCap form. This is where you enter all info including:

- PAR
- Due date
- Any special requirements
- Links to funder and PAR
- Personnel (sponsor/s with primary department)


**This form is used for:**

- All external grant submissions (new, resubmissions, continuations, transfers)
- JIT requests
- Annual progress reports
- Subawards or contracts

**Submit 6-8 wks before due date (min of 3 wks)**

<http://ras.emory.edu/ras-units/ras-aboss/index.html>

### 3) RAS - Services

 <b>EMORY</b> UNIVERSITY		<b>Research Administration Services</b>
HOME	ABOUT	OPERATIONS


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**Services We Provide**

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RAS Roles and Responsibilities  
for Grants and Contracts


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**SURVEY**

Pre-Award Satisfaction Survey

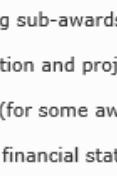
[PRE-AWARD SATISFACTION SURVEY ►](#)



**SURVEY**

Post-Award Satisfaction Survey

[POST-AWARD SATISFACTION SURVEY ►](#)



**FEEDBACK**

Standard Operating Procedures (SOPs)

[Home » Services We Provide](#)

## Services We Provide

### High Level Overview

**RAS Pre-Award Activities:**

- Assistance with proposal preparation
  - RAS Proposal Preparation Toolkit Overview
- Budget development
- Entering proposal into EPEX
- JIT process management

**RAS Post-Award Activities:**

- Requesting sub-awards
- Reconciliation and projection of expenses
- Invoicing (for some award types)
- Preparing financial status reports
- Effort pre-certification
- Facilitating award changes
- Financial close out of the award

**RAS Roles and Responsibilities for Grants and Contracts:** This document provides an overview of RAS Roles and Responsibilities and includes touch points to other roles/functions involved in research administration activities including: PI, Dept, School/Unit, and Central ORA groups.

**For staff transitioning into a RAS unit, more information will be provided to you in the future during the transition.**

## RAS Pre-Award

**Assistance with proposal preparation:**

- **Budget development**
- **Enter proposal in EPEX (Emory Proposal Express)**
- **Initiate eCOI**
- **Communicate with subcontract sites to assemble budget and approval documents**

## The RAS may:

- Assist with interpretation of PAR
- Start and/or assemble application in CAYUSE

## 4) Assemble Grant Components

Every PAR  
contains the  
instructions on  
how to submit

There are several options available to submit your application through Grants.gov to NIH and Department of Health and Human Services partners.

1. Use the NIH ASSIST system to prepare, submit and track your application online.

Apply Online Using ASSIST

2. Use an institutional system-to-system (S2S) solution to prepare and submit your application to Grants.gov and eRA Commons to track your application. Check with your institutional officials regarding availability.
3. [Go to Grants.gov](#) to download an application package to complete the application forms offline or create a Workspace to complete the forms online; submit your application to Grants.gov; and track your application in eRA Commons.

Learn more about the various [submission options](#)  
(<http://grants.nih.gov/grants/ElectronicReceipt/preparing.htm#2>).

- ASSIST is the government program used to assemble your grant
- CAYUSE 424 is the 'institutional system-to-system (S2S) solution that Emory uses
- All grant components are assembled in CAYUSE
  - Institutional info
  - Personnel info (including Biosketches)
  - Budgets
  - Science
  - Other (resources, human subjects, vertebrate animals, sharing, etc)

Directions for getting access to CAYUSE are at  
the end of this slide set

# 4) Assemble Grant Components

- Access CAYUSE from the OSP website
- OSP (Office of Sponsored Programs)

► SCHOOLS ► LIBRARIES ► RESOURCES ► RESEARCH ADMINISTRATION Search

## Sponsored Programs

Research Administration

POLICIES FORMS SYSTEMS TRAINING LINKS UNIFORM GUIDANCE

Home » Overview

### Overview

Proposals, contracts and awards are handled by the Office of Sponsored Programs (OSP) and the Office of Technology Transfer (OTT).

The **OSP Team** handles proposals, non-industry contracts, and awards for:

- Federal Grants
- Foundation Grants
- Corporate Grants (to formal grant programs)
- Government Contracts (Federal, State, and Local)
- Incoming Subcontracts under above Grants and/or Contracts
- Outgoing subcontracts on above awards

The **OTT Team** handles agreements with industry partners:

- Industry / Corporate Contracts and Agreements
- STTR/SBIR Agreements
- Incoming Subcontracts under Industry Contracts
- Outgoing Subcontracts on Industry Contracts

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### What does OSP do:

- Final review of all external proposals
- Submits all external proposals
- Manages all official communications with funding agencies

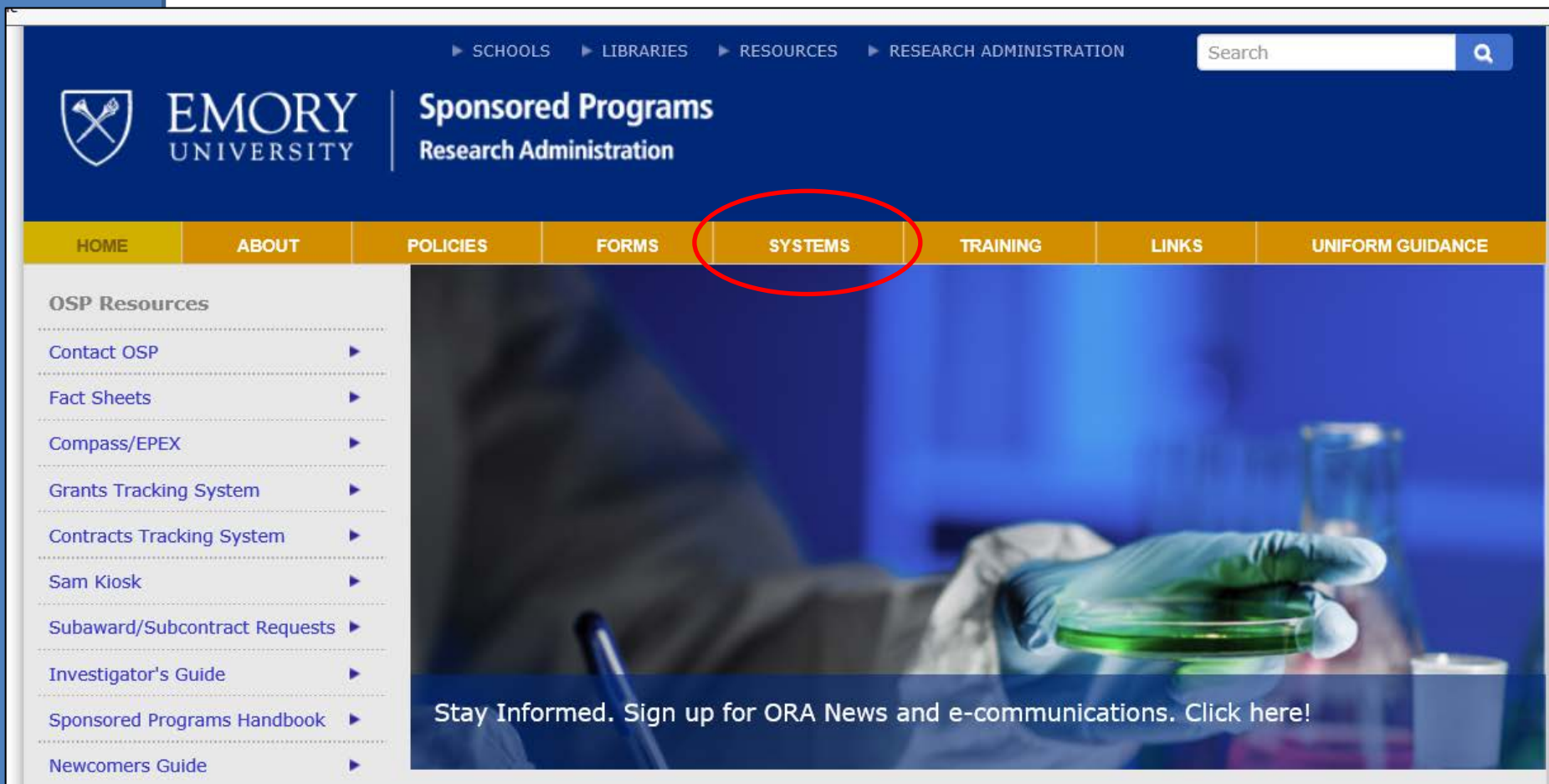
### Remember-

**You are the PI of the grant, but the grant is to Emory**

**You don't submit – only Emory can submit**


## 4) Assemble Grant Components

- Access CAYUSE from the OSP website





# Login to Cayuse



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Sponsored Programs Electronic Systems

Cayuse 424

Emory Contracts Tracking System (eCTS)

Emory Proposal Express (EPEX)

Grants.gov Submissions

Grant Tracking System

SAM Kiosk

Subawards/Subcontract Requests

Home » Sponsored Programs Electronic Systems » Cayuse 424

**Cayuse 424**

Click here to log into Cayuse.

Cayuse 424 is available to Emory investigators for the submission of federal grant proposals. It is important to note that, while Cayuse 424 is available for roughly 97% of federal grant opportunities available in Grants.gov, there may be a few programs for which Cayuse 424 cannot be used.

To submit those applications which cannot be submitted through Cayuse 424, investigators must use the Adobe forms kit and submit the kit to OSP using the OSP Digital [Dropbox](#) , along with the standard routing in Emory Proposal Express (EPEX). Proposals to be submitted using Cayuse must still be routed to OSP using [EPEX](#).

Please note that non-federal proposals are NOT submitted through Cayuse 424. These applications should be submitted in the manner prescribed by each agency.

Access to Cayuse »

OSP has worked with Cayuse to load all existing PI's and all existing administrative users of the Compass Grants module into Cayuse. However, please note that some manual compilation of user information was necessary and it is possible that some current users were unintentionally omitted from the load files. If you attempt to log-in and are unable to do so, OSP will be able to set up a user account individually for you. To request access:

- If you currently have access to the Grants module in Compass, please send an e-mail to [psgrants@emory.edu](mailto:psgrants@emory.edu) with **Cayuse Access** in the subject line. In the body of the e-mail, please indicate your **name, Emory NetID, and department**. **For PI access, in addition to the above information, please indicate that the individual is currently a PI in the Compass system.**
- If you do not currently have access to the Grants module in Compass, please complete the EPEX Access (for administrators), as well, as the required EPEX training or PI Eligibility form (for PI's- PI's are not required to attend EPEX training). Both forms can be located on the [EPEX](#) page. Cayuse access will be granted concurrently with access to Compass/EPEX.

# Login to Cayuse

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Sponsored Programs Electronic Systems

Cayuse 424

Emory Contracts Tracking System (eCTS)

Emory Proposal Express (EPEX)

Grants.gov Submissions

Grant Tracking System

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Subawards/Subcontract Requests

Home » Sponsored Programs Electronic Systems » Cayuse 424

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This link is broken, click link above

<http://www.osp.emory.edu/systems/cayuse-424.html>



# Access to CAYUSE

EMORY UNIVERSITY | Sponsored Programs Research Administration

HOME ABOUT POLICIES FORMS SYSTEMS TRAINING LINKS UNIFORM GUIDANCE

Home » Sponsored Programs Electronic Systems » Emory Proposal Express (EPEX)

## Emory Proposal Express (EPEX)

The Purpose of EPEX is to assist in budget development, electronic routing, and institution approval related to extramural funding at Emory.

**More About EPEX**

- Provides the data necessary to record information sufficient for internal tracking and reporting purposes.
- Facilitates the entry of Proposals in the PeopleSoft Grants system
- Accessible to users who have security to enter Proposals into PeopleSoft from any computer
- Each user performs his or her step in the process and can route the record on for additional processing while still maintaining access to track or support additional data or document collection

Log into EPEX at: <https://compass-login.emory.edu/>

### Getting Access to EPEX

#### Emory Faculty/PI

If the certifying official is not listed, he/she has not received grants security access and access must be requested. Obtaining EPEX access for a PI is a two step process.

- Step 1: Complete the [PI Eligible Form](#).
- Step 2: Please forward this completed form to [psgrants@emory.edu](mailto:psgrants@emory.edu).


Please review the Workflow to verify that all the appropriate people are listed at the GM Certification Stage. PI eligibility is granted within 2 - 4 hours. Grants security access must be requested and can take 24 - 48 hours after eligibility has been granted.

- The PI Eligible form requests your info and department signature
- No training or classes are required in order to access EPEX or CAYUSE


# Cayuse


[Overview](#) [Opportunities](#) [Proposals](#) [People](#) [Institutions](#) [Reports](#) [Settings](#)


Becky L. Kinhead (bkinkea) [\[ Sign out \]](#)


 Evisions  
Research Suite


**Welcome to Emory University's Cayuse 424 Production Environment**  
Cayuse424/v7.4


 [Opportunities](#)

 [Proposals](#)


 [Professional Profiles](#)

 [Institutional Profiles](#)

 [Reports](#)

 [Settings](#)

[Compatible browser info](#)

 [Support](#)

35629/Cayuse424/v7.4

- Either you, or the RAS personnel, can initiate the CAYUSE application
- If you initiate, give your RAS administrator access
- If RAS initiates, make sure they give you access

# Cayuse

The screenshot shows the Cayuse 424 Production Environment interface. At the top, there is a navigation bar with tabs: Overview, Opportunities, Proposals, People, Institutions, Reports, and Settings. The user is logged in as Becky L. Kinhead (bkinkea) with a [ Sign out ] link. The main content area displays the Evisions Research Suite logo and a welcome message: "Welcome to Emory University's Cayuse 424 Production Environment" with the version "Cayuse424/v7.4". Below this, there are links to Opportunities, Proposals, Professional Profiles, Institutional Profiles, Reports, and Settings, each accompanied by a small icon. At the bottom left, there is a link for "Compatible browser info" and the version "35629/Cayuse424/v7.4". At the bottom right, there is a "Support" link with a question mark icon.

- Generally RAS completes the budget sections
- You can send all documents to upload to RAS, or you can upload yourself
- Starting the proposal in CAYUSE, does **not** mean you are submitting or routing
  - You can start a CAYUSE proposal anytime
  - Only submitting the RAS **Intent to Submit** starts the submission process

## 5) Routing the proposal - EPEX

---

Within 48 hours of submitting the RAS Intent to Submit, a RAS pre-award person will contact you.

They will work with you on the budget, and enter the proposal into EPEX (Emory Proposal Express).

EPEX is Emory's system for internal (through the university) routing/review

- This will happen simultaneous to the work in CAYUSE
- In order for the proposal to route through the university, the budget and the personnel need to be finalized - all other pieces can be in progress until the very end
- The only things that you will have to do related to EPEX are:
  - Certify in EPEX
  - Complete eCOI (initiated by RAS, only needed if you haven't completed annual certification)
- You will receive automated emails (with links to the correct websites) requesting that you complete EPEX certification

## 5) Routing the proposal – How to certify in EPEX

EPEX is part of the Compass Financial System (<https://compass-login.emory.edu/>)

The screenshot shows the Emory University Sponsored Programs Research Administration website. The navigation bar includes links for SCHOOLS, LIBRARIES, RESOURCES, RESEARCH ADMINISTRATION, and a search bar. The main menu has tabs for HOME, ABOUT, POLICIES, FORMS, **SYSTEMS**, TRAINING, LINKS, and UNIFORM GUIDANCE. The **SYSTEMS** tab is highlighted with a red circle. Below the main menu, the left sidebar lists various systems: Sponsored Programs Electronic Systems, Cayuse 424, Emory Contracts Tracking System (eCTS), **Emory Proposal Express (EPEX)** (circled in red), EPEX Guides, Frequently Asked Questions, EPEX Upgrade Announcement, Grants.gov Submissions, Grant Tracking System, and SAM Kiosk. The main content area displays the title "Emory Proposal Express (EPEX)" and a description: "The Purpose of EPEX is to assist in budget development, electronic routing, and institution approval related to extramural funding at Emory." Below this is a "More About EPEX" section with a bulleted list of features. A red arrow points from the "Emory Proposal Express (EPEX)" link in the sidebar to the "More About EPEX" section. Another red arrow points from the "More About EPEX" section to the login URL "Log into EPEX at: <https://compass-login.emory.edu/>", which is also circled in red. At the bottom, there is a section titled "Getting Access to EPEX" with sub-sections for "Emory Faculty/PI" and instructions on how to obtain access.

Home » Sponsored Programs Electronic Systems » Emory Proposal Express (EPEX)

### Emory Proposal Express (EPEX)

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- Step 2: Please forward this completed form to [psgrants@emory.edu](mailto:psgrants@emory.edu).

Or click on the link in the email

## 5) Routing the proposal – How to certify in EPEX

EPEX is part of the Compass Financial System (<https://compass-login.emory.edu/>)

- Compass is also where you go to submit travel receipts, expenditures, etc

Network ID

bkinkea

Password

.....

Login

University Employees: [Forget Password?](#)  
Healthcare Employees: [Forget Password?](#)  
[Other issues logging in?](#)

If you have any questions, problems, or comments, please contact the Finance Support Center through one of the following:

- Logging a ticket request [here](#).
- Email: [Finance.Support.Center@emory.edu](mailto:Finance.Support.Center@emory.edu)
- Phone: 404-727-7000

For any after hours, technical, computer-related questions, problems, or comments, please contact the Emory University Service Desk at (404) 727-7777 or the Emory Healthcare Service Desk at (404) 778-4357 (8-HELP).

You are about to access a computer system maintained or made available by Emory University and/or Emory Healthcare that is intended for authorized users only. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your acceptance of Emory's [IT Conditions of Use](#) and other applicable policies and your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by Emory University or Emory Healthcare, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system.

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**How to certify in EPEX**  
See link in webinars to 'ABCs of Grant Submission'

## 6) Submit!

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- Final step is for OSP to review and Submit
- Remember – only Emory (OSP) can submit
- OSP needs both the EPEX and the CAYUSE to be complete
- OSP Timeline – Receipt of EPEX and CAYUSE
  - 5 days before due date = full review
  - 3-4 days = focus on issues that will stop submission
  - Less than 48 hours = focus on compliance and system-related submission issues

Irrespective of the timeframe in which a proposal is submitted to OSP or the sponsoring agency, it is **ultimately the responsibility of the PI** and members of the research team to ensure that the proposal, itself, conforms to all agency and University regulations, policies, and guidelines.

## 7) Post-Submission

- Once OSP submits, the proposal will move from CAYUSE, to eRA commons
- You will receive an email from OSP indicating they submitted your proposal in grants.gov

-----Original Message-----

From: Hassan, Maggie

Sent: Monday, March 06, 2017 4:53 PM

To: Rapaport, Mark Hyman <[mark.h.rapaport@emory.edu](mailto:mark.h.rapaport@emory.edu)>

Cc: Rushing, Sherri <[srushin@emory.edu](mailto:srushin@emory.edu)>; Sayani, Sunair <[sunair.sayani@emory.edu](mailto:sunair.sayani@emory.edu)>

Subject: Submission Confirmation: EPEX 0000041094 GRANT12360621 [Grants.gov](https://grants.gov) Receipt for Application

Dear Dr. Rapaport

I have submitted your application, EPEX # 0000041094 via [Grants.gov](https://grants.gov).

The [Grants.gov](https://grants.gov) number associated with this submission is GRANT12360621

Within the next 48 hours (usually within a couple of hours), you should receive an e-mail from eRA Commons system indicating that they have received the application. However, please note that e-mail can be unreliable and sometimes this automated e-mail is not generated. Therefore, either upon receipt of the e-mail or within a few minutes of submission, please check the eRA Commons system to verify that all looks well with your application after it has passed through the validation process. All applications must be viewed within the allowable viewing window (two days after submission). After that time, they will automatically move forward in the Commons system.

We wish you the best of luck with your application. Please do not hesitate to contact Sunair or I if you have any questions about this submission.

Maggie Hassan  
Associate Director  
Office of Sponsored Programs  
Emory University  
1599 Clifton Road NE, 4th Floor  
Mailstop: 1599-001-18A  
Atlanta, GA 30322  
Phone: (404) 727-1802 (direct)  
[mmhassa@emory.edu](mailto:mmhassa@emory.edu)  
Phone (404) 727-2503 (main)  
Fax: (404) 727-2509

**Post submission info:**  
See link in webinars to 'ABCs of  
Grant Submission'



## 7) Post-Submission

- Once the grant is in eRA commons, you will receive an email from eRA commons

Mark Hyman Rapaport MD  
Chairman Department of Psychiatry and Behavioral Sciences, Emory University School of Medicine

Begin forwarded message:

**From:** <[era-notify@mail.nih.gov](mailto:era-notify@mail.nih.gov)>  
**Date:** March 6, 2017 at 4:57:28 PM EST  
**To:** <[mrpapapo@emory.edu](mailto:mrpapapo@emory.edu)>, <[osp@emory.edu](mailto:osp@emory.edu)>, <mailto:eranotifications@mail.nih.gov>  
**Subject:** GRANT12360621/Rapaport, M [Click or tap to follow link.](#) Application in eRA Commons  
**Reply-To:** <[eranotifications@mail.nih.gov](mailto:eranotifications@mail.nih.gov)>

NIH has received the electronic grant application [Grants.gov](https://grants.gov) Tracking # GRANT12360621 / PI Rapaport, Mark and has placed the assembled application in the eRA Commons for your review. **You have a viewing window of two business days (i.e., Monday - Friday, excluding federal holidays) to check the assembled application before it automatically moves forward to NIH staff for further processing and consideration.** Once the application has moved forward, no additional changes to the application will be accepted through [Grants.gov](https://grants.gov) or eRA Commons.

It is your responsibility to view the entire assembled application in eRA Commons and notify the [eRA Service Desk](#) within this window if the assembled application does not correctly reflect the information submitted to [Grants.gov](https://grants.gov) (e.g., submitted information is missing in the image or a graph/chart appears upside-down). The eRA Service Desk will provide guidance on appropriate corrective actions.

Within the viewing window, signing officials have the authority to reject an application to stop it from completing the submission process. After an application is rejected, a changed/corrected application can be submitted if it is still before the submission deadline. **Changed/corrected applications submitted after the submission deadline will be subject to the [NIH Late Policy](#) and may not be accepted.**

View [detailed steps for PI to track submission status](#).  
View [detailed steps for AOR/SO to track submission status](#).  
View [detailed steps for AOR/SO to reject an application](#).  
View [detailed steps for submitting a changed/corrected application](#).

If you still require support after taking full advantage of these resources, please contact the [eRA Service Desk](#).

- Once the grant is in eRA commons, you can login to check status, see review panel assignments, etc

# Relationship of Emory systems to eRA commons

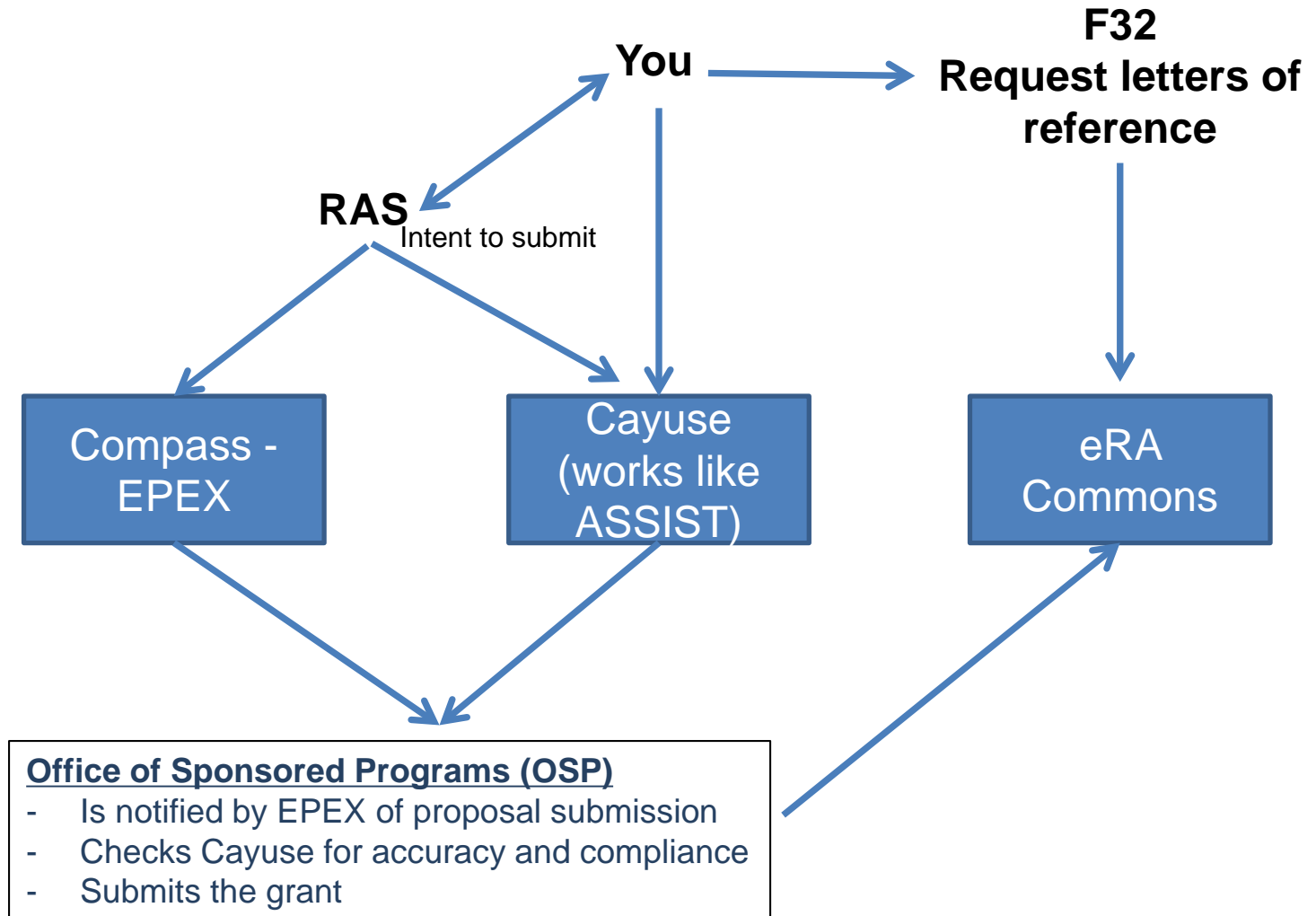
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Compass -  
EPEX

Cayuse  
(works like  
ASSIST)

eRA  
Commons

# Relationship of Emory systems to eRA commons



# Overall Timeline (time before application due date)

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eRA Commons username	= done (but check info)
Identify funding mechanism	= done
Intent to submit (RAS)	= 6-8 wks (minimum 3)
Assemble grant components	= 6-8 wks
Routing the proposal in EPEX	= 3-4 wks
EPEX and CAYUSE to OSP	= 5 days for full review
Submit!	= 2-3 days