

Timeline for Submission and Other Important Reminders

7-9 Business Days Prior to Submission the TARA eDocument should reach VBA

- ▶ Not the notice to submit
- ▶ Not the budget
- ▶ But the TARA eDocument
 - ▶ This should be complete and ready to review
 - ▶ Make sure the diSClose (COI) items are completed for NIH submissions

Current Action Plan

- ▶ We are currently monitoring this activity
 - ▶ We are noticing it is not always the result of faculty delay
 - ▶ If we find this is the case we will work with your supervisors on a corrective action plan
- ▶ Repeated faculty violators are being reported to the Vice Dean for Research
 - ▶ I have asked her to attend faculty meetings to stress these deadlines
 - ▶ She will be reaching out to those faculty we list as repeat offenders

DCG Reminders

▶ Solicitations

- ▶ Solicitations should be sent to your DCG Officer as soon as your PI has confirmed they will be submitting to a specific opportunity
 - ▶ Two ways:
 - ▶ Attach it to the email you send VBA when you are letting them know the PI is submitting, as your DCG Officer should be copied
 - ▶ Send it to directly to DCG separately
 - ▶ This allows us time to review and become familiar with the items or documents being requested
 - ▶ This also allows us to catch any possible embedded terms and conditions that may require exceptional approvals prior to submission
 - ▶ Ex. Publication restrictions, foreign national restrictions, IP issues, etc.

▶ Forms

- ▶ There may be forms that need to be reviewed and completed by DCG prior to submission, please send them to us ASAP
 - ▶ This allows us to review and complete OR
 - ▶ Forward them on to the correct department, which may include SPA or Financial Analysis
 - ▶ We will review, complete and return them to you, but we will not sign off until we receive the final, ready to submit proposal through TARA

DCG Reminders Continued

▶ Proposal Attachments Tab

- ▶ Prior to routing the proposal to DCG after receiving VBA's approval, upload the final, ready to submit proposal as one PDF under the Proposal Attachments tab
 - ▶ This allows us to review the complete proposal alongside TARA to ensure the information is complete and matches
 - ▶ Once complete we will add our letter of commitment to the packet and send it off to the Sponsor, copying you and the PI
 - ▶ Once submitted we will upload the submitted proposal to the Attachments Tab and approve TARA

▶ Sponsor Deadline Date vs. USC Deadline Date

- ▶ Sponsor deadline date is the actual date the proposal is due
- ▶ USC deadline date is the date the PI would like it submitted
 - ▶ If at any time these dates change, please update these fields

DCG Reminders Continued

- ▶ After-the Fact (ATF)
 - ▶ ATF means that a fully submitted proposal has already been submitted outside of the School's knowledge to the Sponsor.
 - ▶ Once routed through TARA, no action is needed by DCG
 - ▶ Meaning the proposal uploaded in TARA does not need to be submitted to the Sponsor
 - ▶ ATF also means if an award is received without a proposal being submitted, via a conversation, meeting or letter of intent
 - ▶ If one of the above occur and the Sponsor requests an "official" proposal, this is considered ATF
 - ▶ Reports are run on this box, so we want to ensure the box is being used correctly