

# CGS Pre-Award Training Q&A

**Q: Is there an OSPA deadline for review?**

*A: The OSPA deadline is the same, but the change is with the internal proposal deadline. Research strategy, Specific Aims, and references are due by Day 4. For COM staff, the Proposal Initiation Form (PIF) will live in the new system, and there will not be the need to check the COM Inbox for PIFs.*

**Q: Will completion of the Proposal Initiation Form (PIF) be a requirement of the PI before CGS staff begin working on a proposal? If we receive an email from the PI, do we wait until they have completed the Proposal Initiation Form before working on anything?**

*A: The PIF is not a requirement for staff to start working on a proposal if they know about it. The PI is required to complete the PIF. Please elevate to your supervisor any situation where the PI does not complete the PIF. The Grant Specialist should NOT complete the PIF for a faculty member. It is their responsibility.*

**Q: Do we have a date for when these new procedures and items should be in place and used for the groups moving over in the initial phase of the transition?**

*A: For Phase 1, January 29, 2024, is the start of implementing the new SOPs. Implementation will be an iterative process. Phases 2 and 3 will follow shortly after.*

**Q: Will there be any trainings on the items going live? Or will those come along with rollout?**

*A: The Phase 1 Hubs will coordinate with each other for Grant Specialist trainings as needed. Trainings already conducted on the new PIF and Budget Template have been done for Phase 1. The SharePoint filing system has been rolled out to Phase 1 staff. The SOPs have been reviewed by Pre-Award staff and answers to questions have been provided to them, with some issues being elevated to CGS Leadership for clarification. The same process will follow for Phase 2 and 3. Questions regarding any tools can be sent to CollaborativeGrantsServices@uky.edu or your direct supervisor.*

**Q: Will the access for CGS be universal in the OSPA database or limited on our hub role?**

*A: College-level database access is available via the Other Support portal. More to come on OSPA Database access permissions.*

**Q: We don't have 6-day deadline right now, we give Investigators a 6-day deadline and 3-day deadline, so we shouldn't be doing that?**

*A: There is a slide dedicated to this in the Investigator training, finalized non-scientific documentation is 6 business days before sponsor deadline, and finalized scientific documentation is 4 business days before deadline. This deadline will be applicable as each phase goes live.*

**Q: What are the processes related to lateness?**

*A: Hubs will request permission from the ADR for late proposals (missing 6 day deadline and day-of deadline proposals).*

**Q: Is this checklist replacing the CGO comments sheet?**

*A: Yes. Your Hub leadership will provide details on the transition to the new Checklist. Continue to draft comments for the IAF until the transition to the Checklist is complete.*

**Q: For the science, what “documents” is this?**

*A: The Research Strategy, Specific Aims, and References would be considered scientific. This will help guide decisions about other documents. The Hub Managers will work together to ensure consistent interpretation of what constituted “scientific” documents.*

**Q: PIF’s that have been submitted to us this week – we would not ask them to submit again using the new PIF Form on the CGS website?**

*A: Yes, that is correct. New proposals will go through the proposal initiation form as of the 1/29 for Phase 1.*

**Q: Will there be a kickoff meeting for every single award? Even the most simple/straightforward awards?**

*A: Not necessarily. A lot of these kickoff meetings will be geared towards investigators that need it but there is more to come as implementation proceeds. Some meetings will be shorter, for more seasoned investigators. For Hub 2 faculty with ongoing grants and support from a Post-Award Grant Specialist already in place, the kick-off meeting could be included as a component of that faculty member’s monthly post-award grant meeting.*

**Q: If we only have one day before the OSPA deadline, what do we do? For science, I am going in and making formatting edits last minute. Will this impact my metrics and performance evaluation?**

*A: Please consult your supervisor for confirmation of the most important items to review. For tight timeframes, focus on those items that could cause a submission error.*