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