

JHURA Proposal Review and Submission Policy

Origin: 3/2015 Revised: 7/2023

Proposals must be submitted to JHURA three (3) business days before the sponsor due date for JHURA's full review. All proposals should be in their final state when submitted to JHURA. JHURA will not submit change/corrected applications for any grants.gov application that reaches the eRA Commons error free. Proposals submitted to JHURA in under three days will be subject to [JHURA's 3-2-1 review policy](#).

All proposals must be complete in Coeus prior to review and signature of any proposal documents or awards. Proposals must also be approved within Coeus prior to submission to a sponsor. This approval ensures that all compliance certifications are verified and that there is a university record of the proposal.

University policy and federal regulations require that the Principal Investigator (PI) certify certain statements in every proposal, including sources of other support, the existence of foreign components and potential conflicts of interest. It is necessary to complete the certification questions in Coeus to ensure compliance with these regulations. As the authorized signing official for the university, JHURA is also required to confirm university support of every proposal submitted to a sponsor.

In addition to providing timely submission of required PI certifications, there are several other advantages to preparing a Coeus record prior to proposal submission. Coeus performs validations for both university and agency compliance. Also, the university has a proposal and award dashboard relied upon by leadership that depends on Coeus data for accuracy when monitoring department and divisional sponsored project activity. Finally, the existence of a Coeus record is required in order to workflow an award for account setup.

As always, JHURA will do everything possible to help ensure a timely and accurate proposal. This is a team effort that relies on departmental faculty and staff to help us submit the best proposal possible. Please feel free to reach out to your Grants Associate if you have any questions or need assistance.