

S2S PRE-SUBMISSION CHECKLIST

Revised December 31, 2022

Prior to submitting a S2S proposal to DOM DRA for review (either Admin Review or Final Review), a Fund Manager should take the following steps:

1. Review the [S2S Review Checklist](#), and the [S2S Subaward Checklist](#) (if applicable), against the data you entered into your proposal. Make corrections as necessary.
2. Check the **Errors/Warnings/Info** button within the Cayuse proposal (on the bottom of the screen).

Error (5) / Warning (6) / Info (1)	NIH	Final Review
Error: [Other Project Info 7][NIH] The Abstract (labeled 'Project Summary/Abstract') must be included.		
Error: [Other Project Info 8][NIH] The Public Health Relevance Statement (labeled Project Narrative) must be included.		
Error: [KeyPerson PD/PI] Biosketch must be attached		
Error: [Research Plan 2.2][NIH] The Specific Aims is required		
Error: [Research Plan 2.3][NIH] Research Strategy attachment is required.		
Warning: [Other Project Info 9][NIH] In most cases, a Bibliography and References Attachment should be included.		

If there are any S2S Errors/Warnings/Info that can be corrected at this time (Admin Review = non-research plan Errors/Warnings, Final Review = 0 Errors; only ignorable Warnings/Info), do so prior to submitting proposal to DOM DRA.

3. **Validate** the proposal.

Electronic Submission

- Opportunity Details
- Proposal Submission History
- Electronic Submission
 - Submission Target: <https://ws07.grants.gov:446/app-s2s-server/services/ApplicantIntegrationSoapPort>
 - To submit this proposal electronically, press the button below. Please be prepared to wait for the submission to complete before continuing work on this proposal. Your submission will be recorded in the Proposal Submission History above.
 - Validate Proposal** (Run final validation checks - *recommended*.)
 - Validate and Submit to Grants.gov

If there are any S2S Validation issues, fix them prior to submission to DOM DRA.

4. **Open all of the uploaded PDFs**, and review, to assure the correct/final versions were uploaded to the proposal.
5. **Create a PDF** of the FINAL version of the proposal and send to the PI for review and approval. (To create a PDF, click on the printer icon (🖨) at the top right of the screen. Click on the “select included forms” link, and then click on the “Generate PDF” button) **Be sure to remind your PIs that this is their last opportunity to edit their proposal!**

REMINDER: All of the above steps need to be completed prior to the [3-day Department of Medicine proposal deadline](#).

REMINDER: The proposal cannot be rejected for typos, etc. after submission. Signing Officials are only authorized to reject proposals for corrections to NIH validation Warnings and system generated issues (e.g. PDF conversion issues).

PLEASE NOTE: DOM DRA is always happy to do an Administrative Review of your proposal at any time. For an Administrative Review, have all sections *other than scientific documents* (bibliography and research plan documents) finalized for review.