

# S2S PRE-SUBMISSION CHECKLIST

Revised January 24, 2012

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).

The screenshot shows a web interface for reviewing a proposal. At the top, there is a summary bar with a red box around the text "Error (5) / Warning (6) / Info (1)", a dropdown menu set to "NIH", and a "Final Review" button. Below this is a scrollable list of messages:

- 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.

The screenshot shows the "Electronic Submission" section of the proposal review interface. It features a lightning bolt icon and the title "Electronic Submission". Below the title are three expandable sections: "Opportunity Details", "Proposal Submission History", and "Electronic Submission". The "Electronic Submission" section is expanded and shows a "Submission Target" field with the URL "https://ws07.grants.gov:446/app-s2s-server/services/ApplicantIntegrationSoapPort". Below the URL is a paragraph of text: "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". A red box highlights a "Validate Proposal" button with the text "(Run final validation checks - recommended.)" next to it. Below this is a "Validate and Submit to Grants.gov" button.

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, please see the [S2S Administrative Proposal Review Checklist](#) for the minimal requirements.