



Department of Surgery

Grant Submission Guidance

Darlene Ratliff
4/10/25

DOS Research Administration: Points of Contact

**Hours of Operation:
Monday – Friday
9:00am – 5:00pm**

- ▶ **Darlene Ratliff – Manager, Research Administration**
 - ▶ General Surgery
 - ▶ Cardiac Surgery
 - ▶ Pediatrics
 - ▶ DOS Residents
 - ▶ GI-Endo
 - ▶ Surg Oncology
 - ▶ Plastic Surgery
- ▶ **Adrian Macedo – Senior Research Administrator**
 - ▶ Breast Surgery
 - ▶ Thoracic Surgery
- ▶ **Devin Coachman – Research Administrator**
 - ▶ Vascular
 - ▶ Trauma
- ▶ **Kelly Memmer – Assist. Director, Research & Finance**
 - ▶ Transplant
- ▶ **Tanikka Mitchell – Research Project Manager**
 - ▶ Trauma (Dr. Alam only)

Benefits of Submission Deadline Adherence



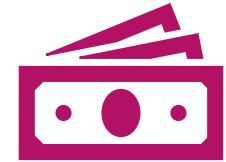
Compliance with
Institutional Policies
and Metrics



Reduced faculty
and staff burden



Reduced
likelihood of
application errors
close to the
sponsor deadline



Increased
likelihood of
achieving funding

Common Application Errors

Not following
agency specific
instruction in the
FOA/PA

Missing eRA
Commons
username

Uploading
unallowable
appendix materials

Missing Subaward
documentation
(Facilities and Other
Resources,
Equipment, etc...)

Costs in Budget
differ from the
Budget Justification

Including additional
details in a Modular
Budget Justification

Exceeding the FOA
budget amount

DOS Submission timelines

Sponsored Research (SR) requires proposals to be **complete, ready-for-submission and routed to SR** at least 5 business days before the sponsor due date.

All late and incomplete submissions will be considered at risk of not being reviewed and submitted.

Surgery's timelines to ensure compliance:

Timeline	
10 Business Days Prior	Complete proposal (not including science) sent to RA
5 Business Days Prior	Proposal is routed to Sponsored Research

Who's responsible...

Scientific Documents



Principal Investigator (PI) is responsible for writing and designing each scientific document



Research administrator will check the documents to ensure that it meets sponsor page limits, formatting, and design requirements. The documentation will then be upload to CERES



Examples of scientific documents:

Research Strategy
Specific Aims
Abstract
Human Subject documents

Who's responsible...

Non-Scientific Documents



Research administrator will provide draft documents of required non-scientific documents.



The PI is responsible for editing and completing Non-Scientific documents.



Research administrator will check the documents to ensure that it meets sponsor page limits, formatting, and design requirements. The documentation will then be upload to CERES



Examples of
Non-Scientific
Documents:

Facilities and Other Resources
Budget Justification
Biosketches
Data management and Sharing Plan

How does CERES fit in?

- ▶ CERES is an internal system Northwestern University uses to submit grant application directly to grants.gov.
- ▶ Research administrator will create the Funding Proposal (FP) record in CERES and submit for PI certification.
 - ▶ FP records are required for all Research/funding request applications.
- ▶ PI will receive automatic email from CERES requesting certification. PI should certify the FP as soon as possible.
- ▶ Once FP is certified by PI, the application moves to department review.

Sponsored Research (SR) Review

- ▶ The Admin portion of the grant to be submitted to RA **10 days in advance of sponsor deadline.**
- ▶ The Grant Application is to be submitted to **SR 5 days in advance of sponsor due date.**
- ▶ This gives RA and SR ample time to do a thorough review of the application.
- ▶ Revisions will be sent back to Research Administrator (RA) (if required).
 - ▶ Research administrator addresses any revisions and pulls in PI as needed.
- ▶ **If the application is found error free, it will be submitted by SR to the sponsor without prior notification.**

Example:

NIH R01 due date: 06.05.2025 *(Due dates that fall on the weekend are automatically moved to the next business day)*

Complete Admin Portion due to RA: 05.23.2025

Complete application due to SR: 05.29.2025 (5-day Deadline)

May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

When you're ready to submit

1. Notification of intent to submit application. This should be done at **minimum 30 days in advance** of the sponsor due date. For larger grants, e.g., P01s, U01s. **Please provide 60 days or more advance notice.**
 - Funding opportunity announcement (PA-20-185, PAR-20-190, Notice of special funding (NOSI))
 - Application due date to sponsor.
 - Research type (R21,R01,K01,AHA, etc.)
 - If Subcontracts will be involved.
 - Are you planning to request 500k or more in direct costs.
2. Research administrator will setup meeting with faculty to review solicitation, review budget and restrictions, They will also provide an application checklist **7-14 days** after notification of intent to submit.



Questions