Proposal Development System (PDS) Process Guidelines for System-to-System (S2S) Application Submission of R01’s

(NIH’s submission date is February 5, 5:00 pm local time.)

* Pre-Award Office = Grants & Contracts Office or Research Office
** Working Day = Does not include Saturday, Sunday or any WU observed holiday

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**Department Administrator**

- PDS Doc (formerly GB doc) approved by dept. (15) full working days** in advance of the Sponsor’s submission date and time
  - Cover Page Supplement
  - Other Project Info.
  - RR SF 424
  - Budget
  - Key Personnel
  - Performance Sites
  - Compliance
  - Checklist

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**Principal Investigator**

- Once a PDS doc is generated the Research Plan can be attached to the PDS doc anytime

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**Reminder:**

- All P, T, S & G series, C06, M01, R10, R18, R24, & R25 application types are due.

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**Transmission must be ERROR-FREE and occur by or prior to Sponsor’s submission date and time (February 5, 5:00pm CST)**

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**Timeframe to Ensure ERROR FREE Transmission**

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**Admin components to Pre-Award Office**(11) full working days** in advance of the Sponsor’s submission date and time
- PC Form including the applicable signatures
- Animal & Human Approvals (if applicable)
- Budget Justification(s)
- Facilities
- Equipment
- Other Support (if applicable)
- Cover Letter (if applicable)
- Federal Consortium Letter (Modular Application ONLY)

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**Remaining components to complete packet need to be attached to the PDS doc (8) full working days** in advance of the Sponsor’s submission date and time.
Note: Based on experience feedback and volume application needs to be transmitted to Grants.gov
- Research Plan
- BioSketch
- Appendix
- All Other Applicable Attachments

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**PUSH SUBMIT BUTTON**

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**Holiday WU observed**

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**Continue to work on Research Plan during this time**