

## EXAMPLE

### Email to OES Pre-award Team

**From:** Jane Administrator  
**To:** OES Pre-award Team  
**Subject:** Notice of Intent to Submit NIH R01 (PI: Dr. Smith)

This email is to inform you that Dr. Smith will submit a R01 due March 17th in response to [RFA-OD-18-003](#). Please add to the review calendar.

Thank you,

### Confirmation email to PI from OES Pre-award Team

**From:** OES Pre-award Team  
**To:** Jane Administrator  
**Subject:** Added to Review Calendar: Dr. Smith R01 – Due March 17

Hi Jane,

Thank you for letting us know of Dr. Smith's intent to submit a R01 due on **Tuesday, March 17th at 5pm PST**. The proposal has been added to the Department Review Calendar and will be **pre-reviewed by Sarah Klein (OES)** and **submitted by OCGA** according to the schedule below:

- I. **Department (OES) Initial Review:** PI to complete the following in the Cayuse S2S Grants System by **8am Friday, March 6<sup>th</sup>**:
  - Administrative and budgetary data entry complete
  - Biosketches, budget justification, draft abstract, aims or research strategy (at minimum) uploaded
  - Draft internal forms uploaded under "supporting documents" tab:
    - A. Funding Opportunity Announcement
    - B. EPASS
    - C. PI Exception, if applicable
    - D. Outgoing Subaward Package/s, if applicable
    - E. Internal Budget in Excel
  
- II. **Institutional (OCGA) Final Compliance Review:** PI to complete the following by **8am Wednesday, March 11<sup>th</sup>**:
  - All data entry complete with final justifications, biosketches and drafts of all other required documents uploaded
  - Final internal forms uploaded (A-E above)

Thank you,