

The Dual Submission Process (previously known as multi-prong)

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When does a proposal need to go through ORPA?

In general, a proposal should go through ORPA when it includes a detailed scope of work, a detailed budget and/or makes other representations that commit the University or impose legal accountability on the University. Contact your ORPA GCA if you are unsure if a proposal needs to go through ORPA.

What is the dual submission process?

- The dual submission process is a method that allows the proposal to be submitted in two parts, the administrative part and the scientific/research part, so your ORPA GCA can review the final administrative components ahead of the final science/research attachments.
- This method was suggested by the Task Force on Administrative Workload in Research and emphasized in Dean Pablo DeBenedetti's August 2022 memo.

When can the dual submission process be used?

- When the administrative components of your proposal are finalized, uploaded, and submitted in Princeton ERA (the Funding Proposal (FP) is in the Specialist Review state) no later than 5 business days prior to the sponsor's deadline.

When is a proposal not a dual submission?

- If the FP is in the Specialist Review state in Princeton ERA less than 5 business days before the sponsor's deadline, it's not a dual submission.
- If the budget is not finalized 5 business days before the deadline date, it is not a dual submission.
- Same day or next-to-same day submissions are not using the dual submission process.

What does a dual submission timeline look like? This is the goal:

Who	5 business days before the deadline date	4 days prior	3 days prior	2 days prior	1 day prior	Due Date
PI	Finalizes administrative components/attachments.				Finalizes the science/research attachments by the start of the day.	
Dept Admin	Uploads final administrative components/attachments to the Funding Proposal (FP) + insures FP is approved by Dept Reviewer in Princeton ERA.				Uploads the science/research attachments into Princeton ERA by the start of the day + notifies GCA.	
GCA			Makes good faith effort to review FP administrative components by the end of the third day.			Reviews science/research attachments + submits proposal to the sponsor by COB.

What are the administrative components/attachments vs. research/science attachments?

Administrative Components/Attachments (Required)	Final Research/Science Attachments
Final Title	Final Project Description
Final Biosketches	Final Narrative
Final Current & Pending	Final Research Strategy
Final Budget	Final Scope of Work
Final Budget Justification	
All budget-related ARs	
All final required internal and external subaward documents	
RFP and any final RFP specific administrative documents	
Solicitation required certifications	
Assurances and COI disclosures for senior/key personnel completed	
Draft abstract, SOW, or project summary*	

*This provides your ORPA GCA with a basis for the idea of the project.

Other Administrative Components/Attachments (If Applicable)

Final Data management plan

Final Equipment

Final Facilities

Final Post-doc mentoring plan

Information About Attachment Upload

FUNDING PROPOSAL

- Please use the file naming convention from the solicitation.
- There are many places attachments can be uploaded in Princeton ERA.
- After routing your proposal for approval, these attachment fields on the FP are no longer editable—they are locked down:
 - Personnel SmartForm
 - Submission Information SmartForm
 - Budget Attachments SmartForm
 - Subaward Budget Attachments SmartForm
- The “Add Attachments” activity is available and editable at all stages of proposal development and even after the proposal is awarded.
- Therefore, administrative attachments should be uploaded to fields other than the “Add Attachments” activity whenever it’s possible, so that they are not editable once routed for review, and as per the chart below.

SF424

- The SF424 is a little different because the SF424 is its own module with its own statuses.
- Initially, the SF424 in the “pre-submission” state where the application is editable. After validating the SF424, the SF424 changes to the “valid for submission” state, which is not editable. However, since the final science/research is not uploaded yet, the SF424 will not successfully validate at this point so the SF424 will still be unlocked in the pre-submission state.
- Upload the RFP in the Add Attachments activity in the FP because the Submission Information SmartForm for s2s applications does not have the attachments upload box.

Where are the admin attachments uploaded in the FP (by scenario)?

Sponsor portal where draft applications can be downloaded

- Upload all administrative documents and enter the final title in the sponsor portal.
- Download the draft application from the sponsor portal.
- Upload the draft portal application to the “Submission Information” SmartForm in the “General Submission Documents” box.
- Upload subaward attachments to the Subaward Budget “Attachments” SmartForm.
- Those FP fields are locked down in the FP when the FP is routed for review.

Sponsors that don't have portals where draft applications can be downloaded

- Upload the budget justification in the Budget “Attachments” SmartForm
- Upload subaward attachments in the Subaward Budget “Attachments” SmartForm.
- Upload the biosketches and C&P on the “Personnel” SmartForm
- Upload the rest of the administrative attachments in the FP “Submission Information” SmartForm in the “General Submission Documents” box.
- Those fields are locked down when the FP is routed for review.

S2S proposals

- Upload administrative attachments in the SF424.
- Leave the SF424 in the “pre-submission” state.
- The SF424 is not locked down when the FP is routed for review.
- Upload internal subaward attachments in the Subaward Budget “Attachments” SmartForm in the FP.
- Upload the RFP in the “Add Attachments” activity in the FP.

What do you do when the administrative pieces are finalized?

- Add the words "Dual Submission" to the front of the FP short title.
- Enter and upload all admin components/attachments as described in the chart above.
- Please use the file naming convention from the solicitation.
- Submit the proposal for department review--don't keep it in "Draft".
- After your department reviewer approves it, the FP moves to Specialist Review.
- Use the "Send Email" activity to notify your GCA that you are using the dual submission process.
- Your ORPA GCA can then start their review of the administrative pieces. When the GCA has reviewed the administrative components, they will use "Send Email" to notify the dept administrator that the administrative review is complete.

Where are the final science/research attachments uploaded in the FP?

Sponsor portal where draft applications can be downloaded	Sponsors that don't have portals where draft applications can be downloaded	S2S proposals
<ul style="list-style-type: none">•Upload all scientific documents in the sponsor portal.•Download the final application out of the sponsor portal.•Upload the final portal application to the FP's "Add Attachments" activity.	<ul style="list-style-type: none">•Upload the final science/research attachments to the FP's "Add Attachments" activity.	<ul style="list-style-type: none">•Upload all scientific attachments in the SF424.•Validate the SF424 so it moves to the "valid for submission" state. The SF424 is now locked down

What do you do after the research/science attachments have been uploaded in Princeton ERA?

- Use the "Send Email" activity in the Funding Proposal to note that the research/science elements are complete: this adds a note to the History tab and emails your GCA. However, unlike Outlook mail, the "Send Email" functionality in the Princeton ERA system will not let you know if your GCA is out of the office.
- Communicate with your GCA outside of Princeton ERA (e.g. via Outlook mail, jabber, or phone) to verify your GCA is not out of the office and aware the final science is uploaded to the FP.

[Scroll to the next diagram about roles and responsibilities.](#)

Dual Submission Roles and Responsibilities

PI

• ADMINISTRATIVE COMPONENTS

- Commits to a final title, start date, and budget
- Prioritizes and completes administrative documents for earlier review
- Verifies administrative documents are in line with the funding opportunity, university, and sponsor requirements as described in the administrative components table.

• SCIENTIFIC COMPONENTS

- Finalizes the science attachments by the start of the day before the due date.

Dept Admin

• ADMINISTRATIVE COMPONENTS

- Collects and initially reviews all administrative pieces to verify they are in line with the funding opportunity, university, and sponsor requirements
- Communicates with PI that all administrative pieces are final, accurate, and in line with the funding opportunity, university, and sponsor requirements
- Upload attachments into Princeton ERA FP
- Verifies assurances and COI disclosures for senior/key personnel are complete
- Verifies budget-related ARs are complete
- Routes FP to the departmental approver
- Insures FP proposal is approved by department approver (FP is in the Specialist Review state) 5 business days before sponsor deadline

• SCIENTIFIC COMPONENTS

- Uploads the science attachments into Princeton ERA by the start of the day before the due date.
- Uses the "Send Email" activity to notify GCA the science is ready, and communicates directly with the GCA outside the Princeton ERA system to insure they are aware the science is ready.

GCA

• ADMINISTRATIVE COMPONENTS

- Makes best effort to review administrative pieces by the third day of the five-day window before the sponsor deadline
- Insures the budget is compliant with university rates and procedures
- Insures the administrative pieces are properly completed and in line with the funding opportunity, university, and sponsor requirements

• SCIENTIFIC COMPONENTS

- Reviews and submits proposal to the sponsor by COB on the deadline day.