

Multi-Prong Quick Guide

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What is the multi-prong approach?

- It's a method that allows you to submit your proposal in pieces, 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.

When can you use the multi-prong approach?

- When the administrative components of your proposal are finalized + you're just waiting on your PI to provide the final science/research attachments.

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

- Administrative components + attachments include the Title, Biosketch (if required by the RFP), Budget, Budget Justification, Current & Pending, Abstracts, and RFP. These should all be uploaded and finalized before submitting to your GCA. Research attachments include the Scope of Work, Narrative, Research Strategy, or Project Description. These can still be in progress when submitting to your GCA.

What do you do when the administrative pieces are finalized (non-s2s)?

- Enter/upload all admin components/attachments to your proposal, then use the "Add Comment" activity to note that you are using the multi-prong approach. Next, submit the proposal for department review--don't keep it in "draft". After your department reviewer approves it, your ORPA GCA can start their review of the administrative components.

What do you do when the research/science attachments are finalized (non-s2s)?

- Upload the final science attachments in the "Add Attachments" activity (the rest of the proposal is locked), then use the "Add Comment" activity to note that the research/science elements are complete. All PI Assurances should be completed at this point. Communicate with your GCA that the proposal is completely finalized.

What do you do when the administrative pieces are finalized (s2s)?

- Enter/upload all admin components/attachments to your proposal and/or SF424 as appropriate. The SF424 should be left in "Pre-Submission" state so you can continue to upload the research documents. Then use the "Add Comment" activity in the Funding Proposal to note that you are using the multi-prong approach. Next, submit the proposal for department review--don't keep it in "draft". After your department reviewer approves it, your ORPA GCA can start their review of the administrative components.

What do you do when the research/science attachments are finalized (s2s)?

- Upload the final science attachments in the SF424 and validate the SF424 so that it is in the "Valid for Submission" state. Then use the "Add Comment" activity in the Funding Proposal to note that the research/science elements are complete. All PI Assurances should be completed at this point. Communicate with your GCA that the proposal is completely finalized.