GRANT SUBMISSION PROCESS
GRANT SUBMISSION PREREQUISITE

• AURA Conflict of Interest: http://aura.uchicago.edu
  
  • AURA Conflict of Interest must be completed annually
<table>
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<th>My Management Plans</th>
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<td>Filter by ID</td>
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Your annual Conflict of Interest Disclosure form is ready for you to complete. Please click on the above link to complete your disclosure as soon as possible, but it must be completed within 14 days.

Please use the following contacts if you have questions or concerns about the content of the questions or the reason for this disclosure:

For Faculty and individuals with Other Academic Appointments, contact coi@lists.uchicago.edu with any questions.

For questions regarding University of Chicago Medicine (the medical center): Marilyn Hanzal, Associate General Counsel, at 773-702-5275.

For more information: AURA.UCHICAGO.EDU or contact the AURA Help-Desk at AURA.Help@lists.uchicago.edu.
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Hmmm, what modules do I have to complete?
CITI Training Modules

• CITI conflict of interest introduction

• Financial Conflicts of Interest: Overview, Investigator Responsibilities, and COI Rules.

• Institutional Responsibilities as They Affect Investigators
• If you have *not* created a CITI account select the “Register Here” link.

• If you already have a CITI account you can log in using your username and password and click “Submit”. Then Complete the required modules.
STREAMLINED PROPOSAL PROCESS

3-4 WEEKS PRIOR TO SUBMISSION DATE

(DOCUMENTS BELOW SHOULD BE FORWARDED TO GRANT ADMINISTRATION)

✓ GRANT ANNOUNCEMENT
✓ AGENCY POLICIES
✓ PROPOSAL GUIDELINES
✓ PI ELIGIBILITY DETERMINATION
✓ COI AND CITI TRAINING SHOULD BE COMPLETE
## 5 TO 7 DAYS PRIOR TO SUBMISSION DUE DATE

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FINAL SUBMISSION DUE 1 DAY BEFORE DUE DATE BY 12:00 P.M.

ALL DOCUMENTS MUST BE FINAL!!!!!!!