



DEPARTMENT OF NEUROLOGY

ABOUT US

The Pre-Award Team (PrAT) was established in early 2019. The team is led by Caitlin McCarty under the direction of LaShaunda Gayden, both Certified Research Administrators with the international Research Administration Certification Council (RACC). The team was formed to address the need for continuous, experienced and consistent pre-award support for Neurology's high-volume research portfolio. The team is staffed with two full-time associates and one full-time team lead. We aim to hire one additional full-time pre-award associate.

CONTACT US

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PRE-AWARD PATHWAYS

YOUR ROUTE TO SUBMISSION!

TRACK I

PRAT RESPONSIBILITIES

- Interface with the PI directly
- Read through funding announcement
- Provide PI with checklist of required documents and established timeline
- Create all records associated with the award
- Create Dropbox associated with the award
- Primary point of contact for all subawards, collaborators and RM
- Work with PI to establish budget, etc.
- Work with PI and Finance Manager to update administrative documents, e.g., biosketch, OS, etc.
- Upload all documents to Dropbox, Insight, and sponsor portals
- Liaise with Research Management and/or sponsor regarding proposal
- Review Insight records prior to submission for compliance and best practices
- Forward RM feedback to PI
- Submit proposal

ADMINISTRATIVE ASSOCIATE RESPONSIBILITIES

Within Track I, Administrative Associates are not asked to assist with any pre-award responsibilities. The PI may ask the AA to submit an Intake Form.

TRACK II

PRAT RESPONSIBILITIES

- Interface primarily with AA
- Read through funding announcement
- Provide AA with checklist of required documents and established timeline
- Create all records associated with the award
- Create Dropbox associated with the award
- Work with AA/PI to establish budget, etc.
- Primary point of contact for all subawards, collaborators, letter writers, etc.
- Liaise with Research Management and/or sponsor regarding proposal
- Upload documents to Insight and sponsor portals
- Review Insight records prior to submission for compliance and best practices
- Forward RM route feedback to AA
- Submit proposal

ADMINISTRATIVE ASSOCIATE RESPONSIBILITIES

- Interface with both PI and PrAT directly
- Read through the funding announcement
- Complete Proposal Intake Form
- Provide PI with checklist of items needed and established timeline
- Work with PrAT and PI to establish budget
- Keep all PI administrative grant documents updated (biosketch, OS, etc.)
- Upload all documents to Dropbox
- Forward RM route feedback to PI

TRACK III

PRAT RESPONSIBILITIES

The Pre-Award Team is not involved in the submission of any PIs on a Track III path. If a PI believes their Administrative Associate will be out during the time a grant is due, we advise the PI to assign the proposal directly to PrAT via an Intake Form and we will process from start to finish.

ADMINISTRATIVE ASSOCIATE RESPONSIBILITIES

Within Track III, Sr. Administrative Associates complete the entire pre-award process with their PI.

