



## STAR Tip Sheet: Post RMS Submission Checklist

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### Post RMS Submission to Sponsor Checklist

- Make sure RMS doc has the "Submitted Date" in PT (only entered automatically for S2S proposals) – n/a if allocation or internal submissions
- Make sure RMS doc has a status of "Submitted to Sponsor" in PT
- Mark "SUBMITTED" on internal documents as used by your department/division
- Retrieve copy of application if possible from sponsor website to add to eFile, and add in a folder "Retrieved from eRA" or "Retrieved from Sponsor"
- Label eFile "PENDING..." per your internal naming convention
- Clean up eFile as needed, for example: remove duplicates; leave FINAL budget; add contact info if subaward(s)
- Enter in Other Support file, as applicable to your department/division
- Enter in RMS: Other Support section
- Remove bookmarks in RMS, if applicable
- AFTER receiving the "Submitted to Sponsor" e-mail, contact DAs of other departments as applicable to give them OS info