

HPHC Office of Sponsored Programs Proposal Processing

	WHAT?	WHEN?	WHERE?
Standard federal and non-federal proposals	ASSIST roles	Three (3) weeks from agency submission date	Research_Admin@HarvardPilgrim.org
	Drafts/unsigned (PDF) SPA sections I, II, VIII, IX		
	FCOI disclosures		
Proposals using HVMA, Atrius, or HPHC (non-RSDC) data	SPA sections I, II, V, VIII, IX drafts/unsigned (PDF)	Six (6) weeks from agency submission date	Research_Admin@HarvardPilgrim.org
	Request to Atrius or HPHC		Atrius: HPHC
	FCOI disclosures		IRB/Click Commerce
Final Application	Complete and signed SPA with any requested changes/edits	Five (5) business days prior to submission	Research_Admin@HarvardPilgrim.org
	Final shell (federal); all other sponsor applications		J:/DACP/OSP Submit

***Please note: Proposals are processed on a first come first served basis. OSP may not have sufficient time to adequately review SPAs, applications and other documents that are not submitted within the timelines above.**