

**OPTIMUM RECOMMENDED SCHEDULE  
FOR MEETING ACADEMIC PROGRAM SPONSOR GRANT DEADLINES**

	<u>Activity</u>
	<b>Identify Funding Source and <u>Read Sponsor Guidelines</u></b> <b><u>HRSA deadlines can be found at:</u></b> <b><u><a href="http://www.hrsa.gov/grants/preview/default.htm">http://www.hrsa.gov/grants/preview/default.htm</a>; other deadlines and guidelines are available from individual funding agency</u></b>
As soon as you have the idea!!	Discuss the program with the appropriate course, track, concentration, program, division faculty, and the appropriate Division/Program Directors
As soon as you know you are applying	Discuss any Cost Sharing issues or Less than Full Indirect Cost issues with OBFA; contact Trina Luckett to discuss language for indirect cost waiver
	Discuss proposal if there is FTE commitment with your Division Director
	Discuss space issues with Carolyn Sampsel/Patty Laird/Division Director/Program Director/Associate Dean as relevant
	Discuss budget issues with colleagues who have grant experience to get ideas
	Meet with Budget Administrator for financial concepts and budget
As soon as possible (or 5 months before deadline)	Discuss grant idea with Associate Dean for Academic Affairs who will schedule a discussion with the Academic and Student Affairs Meeting (ASAM), Curriculum Committee, Undergraduate or Graduate Faculty Meeting (as appropriate), and Governing Faculty <b>At this point, feedback will be provided to the faculty as to whether to continue with the application or not. If there are major curricular issues at this point, the faculty will be informed and a decision made to delay or abandon the application</b>
As soon as possible (or 5 months before deadline)	Complete <i>Notice of Intent</i> (form available at <a href="http://www.nursing.umich.edu/gro">http://www.nursing.umich.edu/gro</a> ) and indicate your GRO STAFF SUPPORT preferences; send a copy to the Associate Dean for Academic Affairs
After submitting Notice of Intent	Attend Planning Meeting with Staff Support Team members. Schedule meeting with Chris Black to discuss narrative design.
3 months before deadline	Discuss grant idea with GRO Staff if you plan to use GRO staff for support.
By sponsor's deadline	Submit pre-proposal/letter of intent/letter of inquiry to sponsor (if required) with copies to the Associate Dean for Academic Affairs and the Division/Program Director
2 months before deadline (or as soon as grant/RFP is announced)	Objectives/Specific Aims fully developed
6 weeks before deadline	Draft of proposal to colleagues, for review (e.g. ASAM, Division, Undergraduate/Graduate Faculty, or others)
6 weeks before deadline	Collect information for Biographical Sketches and letters of support (principal investigator and other key personnel to be involved in the project including consultants)
4 weeks before deadline	Submit current draft to Associate Dean for Academic Affairs/Division/Program Director for review
3 weeks before deadline	Submit draft of Letter of Recommendation from the Dean and/or other appropriate administrator (e.g. Associate Dean-Academic Affairs, Division/Program Director)
2 weeks before deadline	If circumstances warrant, schedule critical elements meeting to determine if grant can/cannot move forward.
Up to 10 days before due date	Revise grant based on reviewers' comments

8 business days before (For each subcontract, add 1 business day.)	<b>Finalize Budget.</b> Sign necessary pages. Obtain signatures from Division Director/Associate Dean or Program Director. <b>IF YOU ARE ON TIME, GRO WILL BE PLEASED TO OBTAIN THE PAF SIGNATURES. NO NARRATIVE CHANGES THAT AFFECT THE BUDGET ARE ALLOWED AFTER THIS DATE.</b>
7 business days before due date	Deliver Administrative Shell to Trina Lockett who will do final review of budget and budget justification.
6 business days before due date	GRO will deliver Administrative Shell (PAF accompanied by Abstract and budget description/narrative) to OBFA and Associate Dean-Academic Affairs, PAF signed by PI and then to Associate Dean-Academic Affairs;
5 business days before	Prepare a cover letter
<b>*4 business days before deadline - PI will Deliver FINAL narrative to Academic Affairs (Tara Engholm) or GRO Grant Coordinator if relevant;</b>	<b>Completion Date</b> <b>IF YOU ARE ON TIME, GRO WILL BE PLEASED TO DELIVER YOUR GRANT TO DRDA. IF NOT, THE PI IS RESPONSIBLE FOR DELIVERY.</b> 1) Review the School of Nursing NIH Grant Review Final Checklist with coordinator. 2) Determine if a post submission debriefing meeting is appropriate (if so, provide a list of preferred attendees).
<b>3 business days before deadline</b>	<b>Deliver grant proposal to DRDA. DRDA will make the required number of copies of your proposal as long as they receive it 3 business days prior to the proposal deadline.</b>
Within 1 month after	If you have elected or GRO staff requests, attend a Post Submission Debriefing meeting

August 3, 2005