

OPTIMUM MINIMUM RECOMMENDED SCHEDULE FOR MEETING RESEARCH SPONSOR DEADLINES

Time Frame	Activity
	Identify Funding Source and <u>Read Sponsor Guidelines</u>
6 months before published submission deadline	Discuss Science Team Process with Research Associate Dean, determine need. Complete <u>Notice of Intent</u> (shorter timeline may be available for RFA/PA deadlines)
5 months before deadline	<u>Without Science Team Process</u> Complete <i>Notice of Intent</i> (form available at http://www.nursing.umich.edu/gro) and indicate your STAFF SUPPORT preferences
After submitting Notice of Intent	Attend Planning Meeting scheduled by GRO; schedule final review day w/GRO coordinator. Schedule meeting with Chris Black to discuss narrative design.
As soon as you know you are applying By sponsor's deadline	Discuss any Cost Sharing or Less than Full Indirect Cost issues with OBFA; contact Eve Bernos to discuss language for indirect cost waiver Submit pre-proposal/letter of intent/letter of inquiry to sponsor (if required); copies to Assoc. Dean/Division or Program Director
4 months before deadline	Specific Aims fully developed
Early in 2 nd month before deadline	Draft of grant proposal to colleagues for review
During 2 nd month 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)
	Discuss your proposal if there is FTE commitment with your Division or Program Director
	Discuss space issues with Carolyn Sampsel
	Discuss budget issues with colleagues who have grant experience to get ideas
6 weeks before	Meet with Budget Administrator for financial concepts & budget template
5 weeks before	Draft back from reviewers (internal and external)
Up to completion date*	Revise narrative based on reviewers' comments
4 weeks before	Submit current draft to Carolyn Sampsel for review (optional)
3 weeks before	Submit draft of Letter of Recommendation from the Dean and/or other administrators (Division Director, Research Associate Dean)
2 weeks before	Meet with Chris Black to finalize narrative
2 weeks before deadline	If circumstances warrant, schedule critical elements meeting to determine if grant can/cannot move forward.
14 business days before (for electronic submissions) 7 business days before (for paper submissions) NOTE: For each subcontract, add 1 business day.	<u>Finalize Budget.</u> Sign necessary pages. Deliver Administrative Shell to Eve Bernos who will do final review of budget and budget justification. Obtain signatures from Division Director/Associate Dean or Program Director. 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.
7 business days before	GRO will deliver Administrative Shell (PAF, abstract, budget and budget justification) to DRDA Administrative Shell to Unit Head(s) of all other UM personnel included in your budget (The Med School requires 10 business days)
6-7 business days before	Prepare a cover letter
*At least 5 business days before deadline for electronic submissions and 4 business days for paper submissions – PI will deliver FINAL narrative to GRO Grant Coordinator	Completion Date IF YOU ARE ON TIME, GRO WILL BE PLEASED TO DELIVER YOUR GRANT TO DRDA. IF NOT, THE PI IS RESPONSIBLE FOR DELIVERY. 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).

4 business days before deadline for electronic submissions	Deliver complete grant proposal application to DRDA ☺ ☺.
3 business days before deadline for paper submissions	
Within 1 month after	If you have elected or GRO staff requests, attend a Post Submission Debriefing meeting

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