

**OPTIMUM RECOMMENDED SCHEDULE
FOR MEETING SERVICE SPONSOR GRANT DEADLINES**

<u>Time Frame is for Non Federal Grants</u>	<u>Activity</u>
Initially: Does this grant have any impact on the educational program of the SON. If YES, -----	Identify Funding Source and <u>Read Sponsor Guidelines</u> ⇒ <u>YOU MUST DISCUSS WITH DIVISION DIRECTOR OR ASSOCIATE DEAN FOR ACADEMIC AFFAIRS AND HAVE APPROVAL TO CONTINUE BEFORE PROCEEDING</u>
2-3 months before standard submission deadline	Discuss grant idea with OCP Associate Dean and GRO Staff to make decision for appropriate staff support. It may be appropriate for support from both.
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
3 months before deadline	Complete <i>Notice of Intent</i> (form available at http://www.nursing.umich.edu/gro) and indicate your STAFF SUPPORT preferences (OCP and/or GRO).
After submitting Notice of Intent	Attend Planning Meeting with Staff Support Team members. Schedule meeting with Chris Black to discuss narrative design.
By sponsor's deadline	Submit pre-proposal/letter of intent/letter of inquiry to sponsor (if required)
1-2 months before deadline (or as soon as grant/RFP is announced)	Objectives fully developed
4-6 weeks before deadline	Draft of proposal to colleagues for review (e.g. FPPAC or others)
4-6 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	Discuss proposal if there is FTE commitment with your Division Director
	Discuss space issues with Carolyn Sampse as relevant
	Discuss budget issues with colleagues who have grant experience to get ideas
	Meet with Pat McCargar from OCP for financial concepts and budget
	Consult with Trina Luckett from GRO as appropriate
3 weeks before deadline	Submit draft of Letter of Recommendation from the Dean and/or other appropriate administrator (e.g. Associate Dean-OCP, Division Director)
2 weeks before deadline	If circumstances warrant, schedule critical elements meeting to determine if grant can/cannot move forward.
Up to 10 business days before due date	Revise grant based on reviewers' comments
8 business days before due date	<u>Finalize Budget.</u> Sign necessary pages. Obtain signatures from Associate Dean in OCP or other relevant persons, e.g., Division 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 due date	Deliver Administrative Shell to Trina Luckett who will do final review of budget and budget justification.
6 business days before due date	GRO will deliver Administrative Shell (PAF signed by PI; accompanied by Abstract and budget description/narrative) to OBFA who will then share with Associate Dean-OCP (Signatures are needed from both OBFA and OCP Associate Dean.)
5 business days before	Prepare a cover letter

<p>*4 business days before deadline - PI will Deliver FINAL narrative to OCP (Pat McCargar or Raye Holden) or GRO Grant Coordinator if relevant</p>	<p>Completion Date IF YOU ARE ON TIME, GRO OR OCP WILL BE PLEASED TO DELIVER YOUR GRANT TO DRDA. IF NOT, THE PI IS RESPONSIBLE FOR DELIVERY. (Completion beyond this deadline will require PI to make internal copies, and deliver final proposal to DRDA) 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).</p>
<p>3 business days before deadline</p>	<p>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.</p>
<p>Within 1 month after</p>	<p>If you have elected or GRO staff requests, attend a Post Submission Debriefing meeting.</p>

October 10, 2005