Life of a Grant Proposal

Develop Research Ideas

Monitor Funding opportunities

Continually

Announcement found!

PI

Immediately

-Review guidelines
- Send to EA/SB/OSP:
  - Solicitation/BAA
  - Personnel list
  - Title
  - Start date
  - Duration
-Planning meetings
-Note all deadlines

-Sketch out ideas; outline
- Contact Program officer
- Prepare draft budget
-Revise and send bio
-Get feedback from peers
-Collect all budget materials from subs and consultants
-Request support letters

-Send narrative draft to EA/SB/OSP
-Finalize management plan, schedule, etc
-Secure subcontract and consultant materials

-Finalize proposal (narrative, summary, references, etc)
-Sign IRR

Revise and Correct

7 bus. Days prior - Send final budget, subcontract and consultant materials to OSP

3-5 bus. Days prior - Send complete proposal to OSP

OSP review and comments

Sign and Submit

-Review guidelines
-Download application materials
-Notify OSP
-Request OSP create C&Ps
-Set up budget template
-Calculate and note all deadlines

-Prepare draft budget and justification
-Upload documents as completed
-Prepare administrative docs needed, eg Facilities, Key personnel, Proof of nonprofit, etc

-Review draft for
  - clarity
  - compliance
  - match to budget
  - good English
-Upload documents as completed

-Review final proposal
-Complete application package
-Assemble IRR form and secure signatures

Revise and Correct

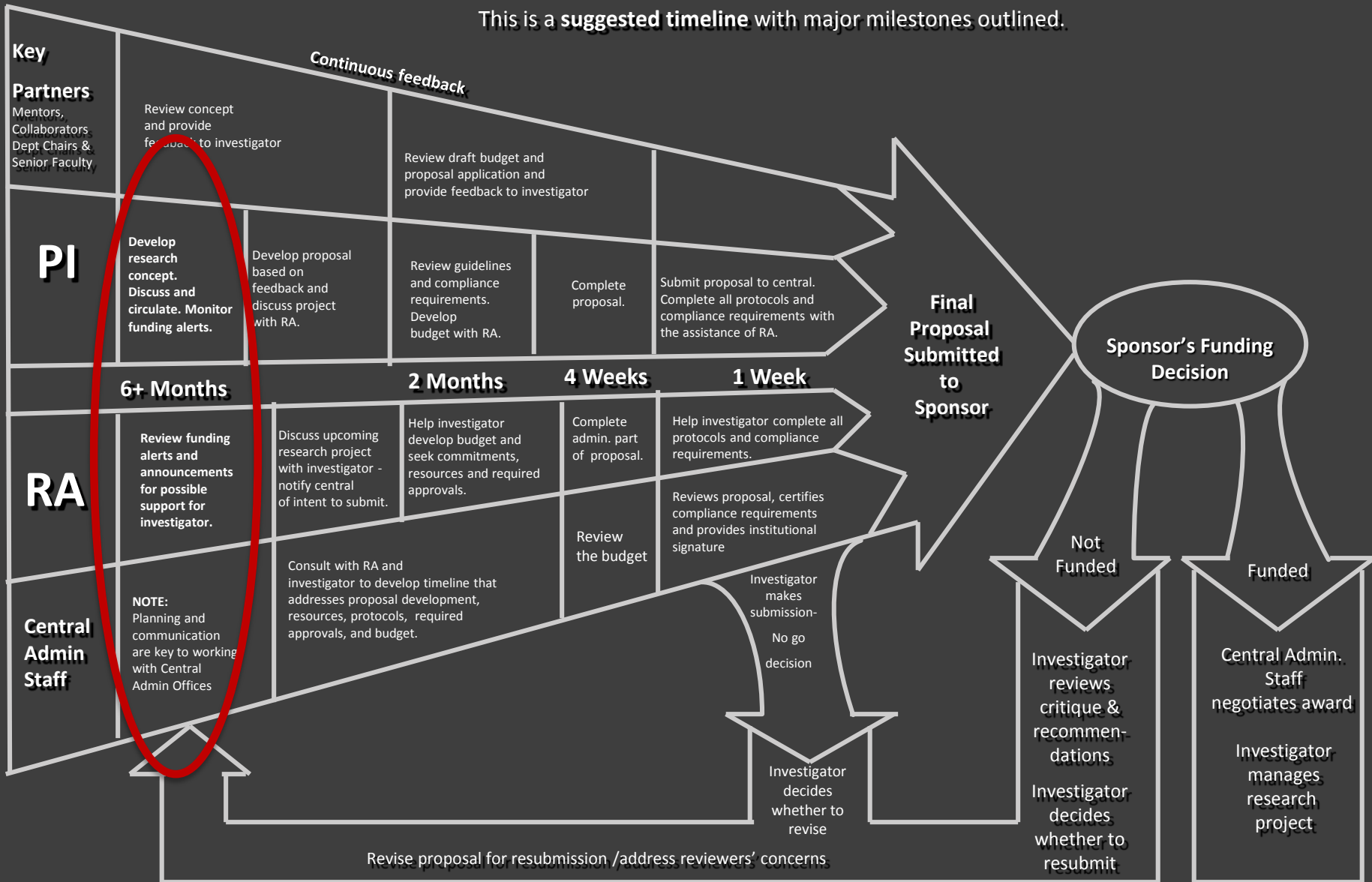**EA/SB**

Next slide from 'The Funding Toolkit' presented at NCURA 51 by Susan Gramling (UNC) and Natalie Goodwin-Frank (UW)

RESEARCH PROPOSAL PREPARATION

This is a **suggested timeline** with major milestones outlined.

Continuous feedback

Key Partners
Mentors, Collaborators Dept Chairs & Senior Faculty

Review concept and provide feedback to investigator

Review draft budget and proposal application and provide feedback to investigator

PI

Develop research concept. Discuss and circulate. Monitor funding alerts.

Develop proposal based on feedback and discuss project with RA.

Review guidelines and compliance requirements. Develop budget with RA.

Complete proposal.

Submit proposal to central. Complete all protocols and compliance requirements with the assistance of RA.

6+ Months

2 Months

4 Weeks

1 Week

Final Proposal Submitted to Sponsor

Sponsor's Funding Decision

RA

Review funding alerts and announcements for possible support for investigator.

Discuss upcoming research project with investigator - notify central of intent to submit.

Help investigator develop budget and seek commitments, resources and required approvals.

Complete admin. part of proposal.

Review the budget

Help investigator complete all protocols and compliance requirements.

Reviews proposal, certifies compliance requirements and provides institutional signature

Central Admin Staff

NOTE: Planning and communication are key to working with Central Admin Offices

Consult with RA and investigator to develop timeline that addresses proposal development, resources, protocols, required approvals, and budget.

Investigator makes submission-

No go

decision

Not Funded

Funded

Investigator decides whether to revise

Investigator reviews critique & recommendations

Investigator decides whether to resubmit

Central Admin. Staff negotiates award

Investigator manages research project

Revise proposal for resubmission /address reviewers' concerns

PI = Investigator or Principal Investigator

RA = Department/Grants/Division/Research Administrators

G&C = Grants & Contracts Office (Medical School Campus)

RO = Research Office (Danforth Campus)