

Grant Submission Checklist and Timeline: EXTERNAL, Small-Scale Funding

Example use: Foundation grant

Project Title:
 Funding agency and grant mechanism:
 Funding agency submission deadline:

Important Information:

*Purple font denotes a requirement

*The timeline below is in reference to the *funding agency submission deadline*. The CAHP Director of Research must submit all documentation to Sponsored Programs three business days before the funding agency submission deadline, so the PI must submit the full, final proposal to the Director of Research at least four business days before the funding agency submission deadline.

*The timeline is a strong suggestion unless a specific deadline is noted as a requirement.

Timeline:	Principal Investigator Responsibilities:	Director of Research Responsibilities:	Date Completed:
6 weeks prior to deadline	<ul style="list-style-type: none"> • Notify Director of Research of intent to apply for funding opportunity and send grant guidelines (e.g., RFA, PA) via email. • Finalize draft of Specific Aims and preliminary budget. 	<ul style="list-style-type: none"> • Notify SPAdmin of PI's intent to submit grant proposal. 	
5 weeks prior to deadline	<i>Specific Aims should be reviewed by a party outside of the research group.</i>		
4 weeks prior to deadline	<ul style="list-style-type: none"> • Send draft of budget to Director of Research for approval by the Associate Dean for Research. • Send subcontract information to Director of Research at least one month prior to submission deadline. <p><i>A subcontract is required any time another entity will be responsible for project deliverables, even if the entity will not be paid.</i></p> <p><i>The subcontract budget must be vetted by the Office of Research before being released to the subcontracted party.</i></p>	<ul style="list-style-type: none"> • Obtain approval of budget from Associate Dean for Research. • Work with subcontract entity to obtain subcontract documentation required by UNMC and funding agency. 	
2-4 weeks prior to deadline	<ul style="list-style-type: none"> • Develop supporting submission documents. 		
Minimum 4 business days prior to deadline	<ul style="list-style-type: none"> • Submit full, final proposal to Director of Research for submission. 	<ul style="list-style-type: none"> • Submit internal forms in ADIS. • Submit full, final proposal to Sponsored Programs Administration. 	

THE CAHP OFFICE OF RESEARCH CANNOT GUARANTEE SUBMISSION OF ANY FINAL DOCUMENTATION THAT IS SUBMITTED TO OUR OFFICE LESS THAN FOUR FULL BUSINESS DAYS BEFORE THE SUBMISSION DEADLINE.