

## Grant Submission Checklist and Timeline: INTERNAL

### Example Use: System Science grant

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

Important Information:  
 \*Purple font denotes a requirement  
 \*The timeline below is in reference to the *funding entity 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"> <li>• Notify Director of Research of intent to apply for funding opportunity and send grant guidelines (e.g. RFA, PA) via email.</li> <li>• Develop Specific Aims and preliminary budget.</li> </ul>		
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"> <li>• Send draft of budget to Director of Research for approval by the Associate Dean for Research.</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain approval of budget from Associate Dean for Research.</li> </ul>	
2-4 weeks prior to deadline	<ul style="list-style-type: none"> <li>• Develop supporting submission documents.</li> </ul>		
2 weeks prior to deadline	<ul style="list-style-type: none"> <li>• Ensure any Co-Investigators are in agreement with your proposed deliverables for them and the budget allowance for their work.</li> </ul>		
<u>Minimum 2 business days prior to deadline</u>	<ul style="list-style-type: none"> <li>• Submit full, final proposal to Director of Research for submission.</li> </ul> <p><i>If PI is submitting, you may submit on your own timeline.</i></p>	<ul style="list-style-type: none"> <li>• Submit full, final proposal on behalf of PI.</li> </ul>	

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