

Timeline for Developing and Submitting College of Health Professions Grant Applications

	Stage of Development	Time to Application Deadline	Specific Tasks
Step 1	Meet to start the application process	<p>≥6 weeks</p> <ul style="list-style-type: none"> for Oct. start by Aug. 15 for Feb. start by Dec. 1 (due to the holiday break) for June start by April 15 	<ul style="list-style-type: none"> Meet with COHP Pre-award Office to make plans for developing and submitting application If budget includes a sub-contract, begin working with sub-contractor to obtain budget and required documents
Step 2	Develop budget	4 weeks	<ul style="list-style-type: none"> Draft application budget, confirm salaries with co-investigators, review budget with COHP Pre-award Office Develop budget justification Request biosketches from investigators and consultants
Step 3	Finalize non-science documents	3 weeks	<ul style="list-style-type: none"> Finalize budget Finalize all required non-science documents and send to COHP Pre-award Office (Resources, Equipment, Biosketches, Letters of Support, Budget Justification, Multiple PI Leadership Plan, Resource Sharing Plan, etc.) COHP Pre-award Office will need to review for formatting, compliance, etc.
Step 4	Finalize science documents	2 weeks	<ul style="list-style-type: none"> Finalize all science-related documents except Research Plan and send to COHP Pre-award Office (Project Summary/Abstract, Project Narrative (lay abstract), Human Subjects, Enrollment Table, Vertebrate Animals, Authentication of Key Resources, etc.) Ensure that final documents have been received from sub-contractor Send Research Plan for technical editing (optional) COHP Pre-award Office will need to review for formatting, compliance, etc.
Step 5	Route for internal review and approval	1 week	<ul style="list-style-type: none"> Route final application in Cayuse for internal review and approval
Step 6	Submit to funder	3 days	<ul style="list-style-type: none"> OSP Submits final application in Cayuse