

## Timeline for Developing and Submitting College of Health Professions Grant Applications

Contact Information: jcarso16@uthsc.edu

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