

College of Health Professions Office of Research

Pre-Award Frequently Asked Questions

- 1. Where can I find information on COHP Research Resources?**
 - Resources can be found on our webpage <https://www.uthsc.edu/health-professions/research/grants.php>. Some of the resources include the F&A Rates, Common Sponsor Information, and Institutional Resources.
- 2. I am considering submitting a proposal or collaborating on a proposal, who should I contact?**
 - You may contact the CoHP Grants Coordinator, Janine Twitchell, jtwitche@uthsc.edu or 901-448-2126.
- 3. I have submitted a Letter of Intent and received approval, what the next step?**
 - As soon as you receive approval to apply, please submit information to the CoHP Grants Coordinator, Janine Twitchell, jtwitche@uthsc.edu or 901-448-2126.
- 4. Are there technical resources to assist with my grant application?**
 - Yes, we have contracted with Hanover Research to provide grant development services. Please contact the CoHP Grants Coordinator, Janine Twitchell, jtwitche@uthsc.edu or 901-448-2126 or Dr. James Carson at jcarso16@uthsc.edu to coordinate assistance.
- 5. How long does it take for COHP Pre-Award to review final proposal?**
 - Due the complexity and number of proposals received during a submission period; it takes COHP Pre-Award up to five business (5) days to review the final proposal. It is important to maintain constant communications with COHP Pre-Award to ensure limited revision requirements during the final proposal review.
- 6. How many days prior to the proposal due date should I submit proposal for routing?**
 - Proposals should be submitted to CoHP Pre-Award for review and routing at least eight (8) business days prior to sponsor due date.
- 7. What should I do if I receive an award document from a sponsoring agency?**
 - Immediately forward a copy of the document to the CoHP Grants Coordinator, Janine Twitchell, jtwitche@uthsc.edu or 901-448-2126 and Dr. James Carson at jcarso16@uthsc.edu or 901-448-5588.
- 8. I plan to have a Graduate Research Assistant (GRA), what is the current salary and benefit information?**
 - The current 2021-2022 GRA annual Salary, Benefit Rate and Insurance Cost are \$28,000, 8%, and \$3,116, respectively.
- 9. I would need a letter of support from Dean Alway, what should I do?**
 - Draft a summary of your proposal or provide a copy of your Statement of Work to the CoHP Grants Coordinator, Janine Twitchell at jtwitche@uthsc.edu the letter at least four (4) weeks prior to the grant proposal deadline and she will work with the Dean to finalize the letter.