

Timeline for Developing and Submitting College of Health Professions Grant Applications

	Stage of Development	Time to Application Deadline	Specific Tasks
Stage 1	Meet to Start the Application Process	6 Weeks	<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
Stage 2	Develop Proposal Budget	5 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
Stage 3	Finalize Non-Science Documents	4 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.
Stage 4	Finalize Science Documents	3 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.
Stage 5	Route to COHP Pre-Award Office for Internal Review	10 Business Days	<ul style="list-style-type: none"> Notify COHP Pre-Award Office upon completion of all documents for internal review
Stage 6	Route to Sponsored Programs for Institutional Review and Approval	7 Business Days	<ul style="list-style-type: none"> Route final application in Cayuse for institutional review and approval
Stage 7	Submit to Funder	3 Business Days	<ul style="list-style-type: none"> Office Sponsored Programs submits final application in Cayuse to funder

revised: November, 2021