

Department of Biostatistics

Grant Submission Timeline

Days in Advance of Submission Deadline	Responsible Party	Task At Hand
2 months	Principal Investigator	Notify Grants Manager (GM) via email of your intent to submit application on specific date. GM will email Grant Information Form to PI for completion.
1 month	Principal Investigator	1) Submit completed Grant Information Form to GM 2) Provide GM with a list of personnel with proposed effort, consultants, and equipment. 3) if applicable, provide information on subcontracts associated with the proposal
Business Days		
20	Grants Manager	GM will submit a draft budget to PI
15	Grants Manager	GM will prepare draft Biosketches for PI to review and edit.
15	Principal Investigator	1) PI to return draft budget with any effort, equipment, or supply changes to GM. 2) PI to provide draft of Budget Justification and Facilities/Equipment section of grant.
12	Principal Investigator	1) PI to return Biosketches for GM to correct as necessary. <u>Please note</u> that Biosketches must be in final form before routing electronic grant proposal through Coeus. 2) PI to provide draft of abstract and project narrative. 3) PI to give GM appendix material to upload into Coeus.
7	Grants Manager	All grant information (including required business narratives - Budget and Justification, Project Narrative, Project Summary, Biosketches, Facilities/Equipment) will be uploaded in Coeus by GM. Budget must be final at this point. Grant will be validated by GM and routed electronically for review/approval.
5	Principal Investigator	PI will provide GM with final Research Plan and other final narratives to upload in Coeus.
2	Principal Investigator	When grant is approved by the Grants Management office, PI will meet with GM to review all final documents together in Coeus. <u>PI</u> will electronically submit grant to the NIH. GM will track the application through the system and inform PI of submission status. <u>Note:</u> To avoid possible system errors it is advised that grants are submitted <u>no later</u> than Noon on the deadline date.