

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SCHOOL OF NURSING

RECOMMENDED GRANT APPLICATION PROCESS and TIMELINE (small grants)

Timeline is ideal for a successful application. Dates may be modified as to type of application, school needs, funding agency deadlines and university calendar. Modifications should be negotiated with each grant application.

Principal Investigator _____

Co-investigator (s) _____

Consultants _____

Subcontracts/subagreements/access letters _____

Anticipated Funding agency/grant announcement _____

ACTION	SUGGESTED DEADLINE	ACTUAL DATE	Person Responsible
<ul style="list-style-type: none"> • Review priorities and guidelines for funding source and opportunity. • Decide on purpose and focus. • Decide on framework and major phenomena/variables of concern. • Meeting to discuss proposed project with Associate Dean. • Identify grant team members and discuss roles and responsibilities on grant. • Determine focus, timing of submission in collaboration with Dept Chair and Assoc Dean 	2-3 months		PI, Team ADR, Dept Chair
<ul style="list-style-type: none"> • Conduct literature search and retrieval • Start reference list • Write proposal draft. • Discuss roles/responsibilities, specific time commitment, pay rate, periods/methods of contact/support and reimbursement. • <i>Dept Chair discusses initial planned salary effort for faculty if applicable</i> • Determine initial budget needs (salaries, supplies, incentives, subcontracts, travel, etc) • Write initial budget narrative/justification by funding agency guidelines 	2-3 months		PI, team ADR, Dept Chair
<ul style="list-style-type: none"> • Initial meeting with statistician: design, methods, power analysis or qualitative expert. • Discuss with, clinical agencies, community group agencies, etc. in arranging access to subject/support. • Initiate solicitation of letters of support. • Draft biosketch/CV for all persons by funding agency guidelines • Initiate, write, develop and request attachments required 	2 months		PI, team ADR Dept Chair
<ul style="list-style-type: none"> • <i>May take 1-2 months for outside approval if external agencies/partners</i> • <i>Notify external persons about conflict of interest approvals required prior to submission</i> • Send grant plan for other person/external review and consultants for input • Obtain letters and agreements from consultants • Begin working on all attachments and subcontracts if not yet begun 	1-2 months		PI, team, staff, ADR, Dept Chair
<ul style="list-style-type: none"> • Final editing, review, formatting for all sections and required templates • Final versions of ALL documents submitted to Research Office • Staff submit application in CAYUSE and route for approvals 	2-3 weeks		PI, ADR, staff
<ul style="list-style-type: none"> • Final PI's check of all application components once loaded into funding source website or campus system for approval routing (<i>including dept chairs</i>) • Final checks by SON research office • Upon submission to funding agency, watch for errors/warnings to be fixed; provide confirmation of receipt to research office 	1 week		PI, team, ADR, Staff, Dept Chair

NOTES:

- a) **PI must be available until the application is mailed/e-submitted with no errors.**
- b) **It is anticipated that the PI and research team will involve the research office staff, Department Chair and Associate Dean at the earliest possible date and continually throughout the process.**
- c) **Actual dates should be negotiated with the SON Research office.**