UNIVERSITY OF NORTH CAROLINA AT GREENSBORO
SCHOOL OF NURSING

RECOMMENDED GRANT APPLICATION PROCESS and TIMELINE

Timeline and content noted are 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) _____
Dept Chair _____
Grant Staff _____
Consultants _____
Grant Students _____
Subcontracts/subagreements _____
Anticipated Funding agency/RFA/PA/FOA/grant announcement _____

_____

ACTION	SUGGESTED DEADLINE	ACTUAL DATE	Person Responsible
• Decide on problem or purpose. • Decide on framework and major phenomena/variables of concern. • Initial literature search and retrieval. • Conduct funding search if necessary. • Meeting to discuss proposed project with dept chair and Associate Dean. • OTHER:	6-9 months		PI, Team ADR, Dept Chair
• Complete major literature search and retrieval • Initial meeting with statistician: design, methods, power analysis. • Identify grant team members and discuss roles and responsibilities on grant. • Identify 3-4 well known experts in content and method areas 1) potential proposal reviewers, and/or 2) consultants • Write 1-2 page mini-proposal outlining project significance, long-term goals, specific aims, populations, research team, sample recruitment, outcomes and time line. • Start reference list • OTHER:	6 months		PI, team
• Contact funding agency representative if not already done. Send proposal/precis if requested and make phone/webex appt. • Use precis as basis for meetings with clinical agencies, community group agencies, etc. in arranging access to subject/support. • Determine final mechanism, funding opportunity, funding source and timing of submission in collaboration with team members, Dept Chair and Assoc Dean. • OTHER:	4-6 months		PI, team ADR Dept Chair
• Develop preliminary version of the research plan that includes background & significance, human subjects protections, timeline changes, methods outline, clinical trials information • Update literature • Contact external reviewer(s): obtain agreement and schedule review. • Select, contact and obtain agreements from consultants. • Discuss roles/responsibilities, specific time commitment, pay rate, periods/methods of contact/support and reimbursement. • Initiate solicitation of letters of support and grant required biosketch or CV information to construct one. • Send research plan to consultants for input	4-6 months		PI, statistician, team ADR
• PI (and co-investigators, if appropriate) to meet with the Associate Dean for Research and staff to plan grant application process and support. • External and internal proposal reviews conducted	4-5 months		PI , ADR, staff, team Dept Chair

Tasks	Time		Personnel
• Determine initial budget needs (salaries, supplies, incentives, subcontracts, travel, etc) • Write initial budget narrative/justification by funding agency guidelines • Finalize title and personnel for initial budget plans • Send research plan for internal and external review • *Dept Chair discusses initial planned salary effort for faculty* • OTHER:			
• Revise research plan based on internal and external review of proposal • Revise preliminary proposal to full Research Plan sections (aims, significance, innovation, approach/methods, variable table: clinical trials sections) based on consultant review. • Finalize clinical trials (DSMB), dissemination plan, human subjects sections, enrollment • Draft biosketches/CV for all persons by funding agency guidelines • Draft templates, attachments and funding agency forms • Collect information to describe performance site: resources & services to be available, population(s) and from Non UNCG partners same information • Plan for graphics, complex tables to be created, or instruments to be formatted. • Draft abstract • Discuss revisions in salary effort and personnel with dept chair and Assoc Dean. • OTHER:	3-4 months		PI, team Staff, ADR Dept Chair
• Consortia/subcontract agreements: submit to partner agencies • *May take 1-2 months for outside approval* • *Notify external persons about conflict of interest approvals required prior to submission* • Collect appendix materials as needed • Obtain letters and agreements from consultants • Final editing, review, formatting for all sections and required templates • Check with department chair about progress and finalize salary efforts • Initiate proposal entry in ASSIST, Grants.gov, or other online portals if applicable • OTHER:	2-3 months		PI, team, staff, ADR, Dept Chair
• Final versions of ALL documents submitted to Research Office • Staff submit application in RAMSES and route for Campus approval	2-3 weeks		PI, ADR, staff
• Final PI's check of all application components once loaded into funding source website or campus RAMSES system for approval routing (*including dept chairs*) • Final checks by SON research office • Obtain campus approval through RAMSES and all sign off personnel • **Upon submission to funding agency, watch for errors/warnings to be fixed; provide confirmation of receipt to research office**	2 weeks		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.**