GRANT APPLICATION ROUTING AND SUBMISSION PROCESS

NEUROBIOLOGY, NEUROLOGY, OTOLARYNGOLOGY

GRANT APPLICATION PREPARATION, ROUTING & SUBMISSION PROCESS

- Send admin FOA and/or grant guidelines..
- Confirm your availability on due date.
- Plan to submit all but final science at least 8 business days before the deadline.
- Schedule 1 hr. meeting with Res. Administrator
- **NOTIFY us if you will have sub-agreements.**

- Complete OLCS and finalize budget with administrator.
- All sub-agreement paperwork due.

- Send all paperwork to research administrator. Science can be in draft form. All other documents should be final.

- Research Admin. submits the application to OSP for review.

- OSP reviews application and provides feedback/suggests changes. Within couple of days, PI and Res. Admin. receive feedback from OSP and a list of adjustments needed before OSP approves submission.

- OSP will submit NIH grant applications. Other online applications may be submitted by the PI and/or in conjunction with OSP.

| 1 month before the application deadline | 15 business days before the due date | 10 business days before the due date | 7 business days before the due date | 5 business days before the due date | Day before submission due date |

COMPLEX (DARPA, P, U, T, AND CLINICAL TRIAL) GRANT APPLICATION PREPARATION, ROUTING & SUBMISSION PROCESS

- Send admin FOA and guidelines.
- Confirm your availability on due date.
- Plan to submit all but final science at least 10 bus. days before deadline.
- Schedule approx. 1-hour organizational meeting with Res. Administrator.
- NOTIFY us If you will have sub-agreements.

Complete OLCS and finalize budget with administrator.

Final subcontract paperwork due.

Send all paperwork to research administrator. Science can be in draft form. All other documents should be final.

Admin submits the application to OSP.

OSP reviews application and provides feedback or suggests changes.

OSP will submit NIH grant applications. Other on-line applications may be submitted by the PI and/or in conjunction with OSP.

| 4-6 months before due date | 6 weeks before the due date | 1 month before the due date | 15 business days – before the due date | 10 business days before the due date | 5-9 business days before the due date | Day before submission due date |