**College of Nursing – Office of Health Research**

**RFA/Short Turn Around (~ 6 weeks) Grant Application Progress Checklist**

**Investigator Information**

|  |  |
| --- | --- |
| **PI Name:** | **Today’s Date:** |
| **Grant Title:** | **New?** **[ ]  Resubmittal?** **[ ]** **Noncompeting renewal?** **[ ]**  |
| **Funding Agency:**  |
| **RFA/RFP/PA#:** | **Submission Deadline:**  |

**General Tasks and Timeline**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target Date** | **Activity** | **Staff** | **Comments** |  |
| Pre-Day 29 | Contact Program Officer (as needed), prepare concept paper/draft of aims for discussion | PI |       | [ ]  |
| Pre-Day 29 | Download Application Materials | PI |       | [ ]  |
| Pre-Day 29 | Identify & confirm research team members, including statistician, consultants & other collaborators  | OHR |       | [ ]  |
| Pre-Day 29 | Meet with statistician to identify statistical / methodological support needs | PI |       | [ ]  |
| Day 29 | *Intent to Submit Proposal* sent to CHR | PI |       | [ ]  |
| Day 28-11 | **Refine Existing Specific Aims to Fit Current RFA** | [ ]  |
| Days 28-11 | **Refine Existing Research Strategy/Approach to Fit Current RFA*** **Design**
* **Sample/Power**
* **Methodology**
* **Measures/Instruments**

**Refine Existing Significance & Innovation to Fit Current RFA** | [ ]  |
| Days 28-11 | [ ]  |
| Day 27 | Request (specify due dates) * biosketches
* support letters
 | PI |       | [ ]  |
| Day 25 | Review space needs & other resources, including adequacy of lab costs  | PI/OHR |       | [ ]  |
| Day 25 | Identify budget needs including personnel roles/FTEs; need for subaward; develop budget justification | OHR |       | [ ]  |
| Day 25 | Confirm subaward; request info from other unit(s)  | OHR |       | [ ]  |
|  Day 19 | Submit draft proposal to OHR for review | PI |       | [ ]  |
| Days 19-14 | Review proposal; send comments/questions to PI | OHR |       | [ ]  |
| Day 14 | Finalize personnel and subaward arrangements | PI/OHR |       | [ ]  |
| Day 14 | Finalize budget & budget justification | PI/OHR |       | [ ]  |
| Days 19-17 | Draft approach to OHR: To Prepare Human Subjects, Inclusion of Women/Children, Vertebrate Animals  | PI/OHR |       | [ ]  |
| Days 17-14 | List of All Performance Sites & Necessary Resources to OHR: To Prepare Facilities & Other Resources  | PI/OHR |       | [ ]  |
| Day 12 | Collect all biosketches/Letters of Support | OHR |       | [ ]  |
| Day 12 | Write Cover Letter | PI |       | [ ]  |
| Day 10 | Collect appendix material, provide to G/C Officer for formatting and uploading | PI |       | [ ]  |
| Day 10 | Submit final proposal & cover letter to CHR Grant/Contract Officer  | PI |       | [ ]  |
| Day 8 | Upload all PDF files into application package (Coeus, proposal Central, etc.) | OHR |       | [ ]  |
| Day 8 | Prepare application package for PI approval | OHR |       | [ ]  |
| Day 7 | Notify PI, Co-PI, collaborators, departments to obtain approvals | OHR |       | [ ]  |
| Day 5 | Submit to SPA (> 5 business days) | OHR |       | [ ]  |
| **(Day 0): Agency Deadline** |       | [ ]  |
|  | **Additional Tasks** |  |  |  |  |
|       |       |       |       | [ ]  |
|       |       |       |       | [ ]  |
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