**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** | |  |  |  |  |
|  |  | | |  |  |  |
|  |  | | |  |  |  |
|  |  | | |  |  |  |