WAYNE STATE
College of Nursing

NIH and Other Large Grant Preparation Worksheet

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Task	6
Meet with ADR/OHR to discuss needs	
Contact Program Officer (as needed)	
Download Application materials	
Brainstorm ideas with Co-PIs & other collaborators	
Prepare Draft 1 - Specific Aims; get feedback	
Identify statistical/methodological support needs; meet with statistician	
Review space needs & other resources	
Prepare Draft 1 - Significance & Innovation sections; get feedback	
Prepare Draft 1 - Research Strategy/Approach; get feedback	
• Design	
• Sample/Power	
• Methodology	
• Measures/Instruments	
Develop budget & personnel including roles and FTEs	
Request support letters, letters of agreement, biosketches; give due date	
Request external review from OVPR & Identify external reviewer	
Prepare draft for review and submit to OHR, identify pre-submission reviewers	
Submit draft to pre-submission reviewers	
Schedule pre-submission review at least 6 weeks BEFORE submission deadline; conduct review	
Prepare Human Subjects/vertebrate Animals and Inclusion of Women/Minorities/Children	
Prepare Environment/Other Resources	
Finalize budget and personnel	
Make revisions per reviewer comments	
Finish final draft	
Collect all Biosketches/Letters of Support	
Collect Appendix material, provide to GCA for formatting & uploading	
Write cover letter	
Send near-final draft to ADR (complete draft except for final editing and polishing)	
Send FINAL draft to OHR GCA	
GCA completes Application in Cayuse/Proposal Central, etc.	
Send application to PI for review and approval	
Notify PI, Co-PI, collaborators, departments to obtain approvals	
Sent to SPA for final review and approval (5 days before deadline)	
Due at Sponsor Agency	

NOTE: No later than **3 months** before the submission deadline, schedule a mandatory meeting with the ADR and communicate the

- Proposed Title
- Funding agency
- PI and other investigators
- Program Announcement/RFP to which the proposal is responding

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Approximate Due Date

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Timeline (months before submission)

5	4	3	2	1

following to the OHR GCA: