

| What the PI is Responsible For: | What the Research Office Can Help With: |
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| <p>Planning the specific aims, experimental design, outcomes, expected results, and alternative approaches.</p> <p>Determining the appropriate source for funding (NIH, DOE, DOD, AHRQ, etc.) and the mechanism (i.e., for NIH; R21 R03, R01, etc.).</p> | <p>Help you tailor your <i>Grant Forward</i> search, recommend specific funding announcements, facilitate a connection with the development officer at RU Foundation.</p> |
| <p>Notify the Research Support Office of your intent to submit for a deadline and whether you will seek external or internal (anonymous faculty peer) review of your proposal.</p> | <p>Direct you to initiate internal routing of your application in RAPSS;</p> <p>Download forms from the chosen agency for you and alert ORSP (RBHS central grants administration) of your intent to submit;</p> <p>Develop an application-specific checklist and writing/document schedule for you and schedule any desired review;</p> <p>Provide sample boiler plate which you may use and freely edit for organizational descriptions, org charts, Data Sharing Plans, and Biosketch templates.</p> |
| <p>Determine the need for IRB, and Biosafety committee approval.</p> | <p>Advise and provide sample Human Subjects sections for NIH applications.</p> <p>Troubleshoot issues on your behalf as needed.</p> |
| <p>List equipment and space requirements, timelines, outcomes, personnel requirements, and estimate overall costs for your preliminary budget meeting.</p> | <p>Director of Grants and Contracts or her representative meet with you to draft the budget. Some equipment and space needs require central approval; Director of Grants & Contracts will advise you if this is necessary.</p> |

PROPOSAL SUBMISSION SNAPSHOT
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| <p>Write the grant.</p> | <p>Proofing and editing suggestions if close to final draft submitted at least 5 working days BEFORE the <u>internal</u> deadline. Optional peer review at least 15 working days before the internal deadline.</p> |
| <p>Prepare the final budget.</p> | <p>Grants & Contracts will advise on all budgetary changes from the initial plan. Director of Grants and Contracts must approve the submitted budget.</p> |
| <p>Upload the final application in RAPSS for submission to the granting agency by the required internal deadline.</p> | <p>Will do a final check for completeness before submitting the final application package to ORSP for final University authorization and submission. APPLIES TO ALL GRANTS. Foundation grants must also be submitted and authorized by RU Foundation, but budget development proceeds through our office.</p> |
| <p>Provide an electronic copy of the final complete application to SN Research Support.</p> | |