



Division of Nursing Science

**Processes and Timelines for Proposal Development for NIH & AHRQ\***

Process	Contacts	Time Frame	Departmental Responsibility	Comments
<p>PI informs both Linda &amp; Heidi of Potential Grant Development / Submission</p> <p>Schedule meeting with Linda.</p> <p>Invite Division Dean or others at PI's option</p>	<p>Contact Rosario Reyes-Urbina at: <a href="mailto:rmr223@sn.rutgers.edu">rmr223@sn.rutgers.edu</a> to schedule meeting with Linda Flynn. Inform Rosario of invited attendees so she can coordinate schedules</p>	<p>At least 3 months (12 weeks) prior to submission due date</p>	<p>Nursing Science</p>	<p>Does this idea address a gap in the scientific nursing /healthcare literature? Is it feasible? Is it fundable?</p> <p>Potential funding sources.</p> <p>Confirm internal submission deadline</p>
<p>PI meets with Linda to review aims</p> <p>Others attend at PI's option</p>		<p>At least 10 weeks prior to internal submission deadline</p>	<p>Nursing Science</p>	<p>Discuss: Significance Gap Goals Hypotheses Specific Aims Potential External Reviewers</p>
<p>PI schedules meetings with Heidi to discuss budget, technical aspects of the application, and submission process. Discuss various / alternate funding mechanisms.</p>	<p>Heidi's Administrative Assistant, Wilson Ng at: <a href="mailto:wwn2@sn.rutgers.edu">wwn2@sn.rutgers.edu</a></p>	<p>At least 10 weeks prior to internal submission deadline</p>	<p>Office of Research Services</p> <p>Office of Research Services will prepare and send draft budget to PI within 5-14 days after meeting</p>	<p>Bring preliminary lists of</p> <ul style="list-style-type: none"> <li>• other Investigators,</li> <li>• collaborating institutions, and</li> <li>• expected costs (see attached <a href="#">instructions</a>)</li> </ul>

PI contacts Nursing Science to schedule an external Review*	Rosario Reyes-Urbina will schedule phone meeting with PI and Linda to identify reviewers	At least 8 weeks prior to internal submission deadline	Nursing Science	Nursing Science and PI collaborate to identify paid, expert External Review. External Reviewer contacted
Process	Contacts	Time Frame	Departmental	Comments
PI submits proposal to Nursing Science; NS sends to paid External Reviewer	Send via email attachment to Linda and copy Rosario	At least 7 weeks prior to internal submission deadline	Nursing Science	
Feedback received from External Reviewer and Invoice Processed	PI	4 weeks prior to internal submission deadline	Nursing Science pays invoice	PI reviews recommendations from External Reviewer and revises proposal accordingly
PI submits narrative for line-editing services, if desired	Heidi Davis	At least 2 weeks prior to internal submission deadline	Office of Research Services	
PI provides any outstanding materials to grants office	Ben Anderson	Internal submission deadline	Office of Research Services	Five working days before sponsor deadline. Items due before noon.

\*An Internal Mock Review can also be scheduled at option of PI - just contact Nursing Science Office to schedule at least 8 weeks prior to internal submission deadline.

\* An accelerated timeline can be negotiated if feasible for NIH & AHRQ research grants

\* An accelerated timeline can be negotiated for other funding mechanism

## Budget Development: Preparing a List of Expected Costs

For the initial budget consultation, please provide the following information, which you will have the opportunity to update at a later time.

Category	Requested Information	Comments
Personnel	<p>For each salaried faculty/staff member, provide:</p> <ul style="list-style-type: none"> <li>• Role</li> <li>• Expected effort (%)</li> <li>• School/unit, if not SON</li> </ul> <p>For students:</p> <ul style="list-style-type: none"> <li>• Total number</li> <li>• Whether any will be Graduate Assistants (GAs), which carry tuition and related costs</li> <li>• Number of hours or FTEs</li> <li>• Hourly rate (for non-GAs)</li> </ul>	<p>No need to include salary details or fringe benefit information.</p> <p>Estimate the actual efforts (even if you plan on charging the grant for less)</p> <p>Do not include salary for non-Rutgers employees. (These expenses are included as consultant or subrecipient costs.)</p>
Supplies	Itemize costs or group by type.	<p>Include all consumable materials, including the cost of animals.</p> <p>General office supplies are usually not allowable as direct costs.</p>
Consultants	Type of consultant, general scope of work, hourly rate, and estimated number of hours, travel expenses.	
Travel	Where, how many people, how many days? Will there be a conference/workshop fee?	
Participant Support	Cost per participant, number of participants, purpose, fiscal incentives.	Specify whether the support is to offset training expenses, incentivize study participants, etc.
Equipment	Itemize.	Durable items expected to last more than a year.
Patient Care	Number of patients, itemized per patient.	
Subrecipient Costs	Provide subtotals for each sub. Describe in a few words what each will do.	
Other		Don't include overhead; that will be added by staff.