

Timeline Checklist for NIH Proposals (modified as needed for non-NIH proposals)

Note: The research grants office will work with the P.I. to customize the checklist as needed.

PI:

Working Title:

Submission Date:

(Note: submission date is 2 days prior to actual due date per institutional policy (for example: if NIH due date is October 5, we will plan to submit on October 3, as recommended by NIH):

Step 1: 6 weeks prior to submission

___ Signed pre-submission form Dept Chair/chief

___ Start-up questions

DUE DATE:

Step 2: 3 weeks prior to submission

___ Facilities writeup:

___ Resource-sharing:

___ Authentication:

___ Equipment:

___ Budget draft: (with grant staff assistance)

DUE DATE:

Step 3: 2 weeks prior to submission

___ Senior/Key biosketches

___ Budget Justification:

___ Collaborating Institution budget and documents (if applicable)

___ Multiple P.I. plan (if applicable)

___ Awarding Component Assignment Request:

___ Progress report publications (if renewal)

DUE DATE:

Step 4: 1 week prior to submission

___ Abstract/Summary

___ Narrative/ Health Relevance

___ Vertebrate animals (if applicable)

___ Human subjects (if applicable):

___ Letters of support (if needed)

DUE DATE:

Step 5: 2 working days prior to submission

___ Final Research Strategy/Aims/Bibliography

___ Introduction (if resubmission)

DUE DATE:

NOTE: MMCRI requires all research grant applications to be peer reviewed; PIs should develop a process for peer review of the science in parallel to the grant assembly timeline here. The grants office will provide templates and editing assistance, assist with budget and Subawards, and review/edit all sections before submission. Note MMCRI can provide assistance with assembling a peer review panel for your proposal.

Notes: