

MaineHealth

MaineHealth Institute for Research

RESEARCH GRANT PROPOSAL SUBMISSION DEADLINES AND TIMELINES POLICY

DEADLINES FOR RESEARCH PROPOSAL SUBMISSION

All research grant proposals submitted by MaineHealth Principal Investigators (PIs) must be reviewed, routed, approved, and submitted through Research Grants Services which provides guidance and support to the PIs throughout the proposal development and submission process. With adequate time to review documents and regular communication to and from the PI, the Research Grants Team can ensure that the proposal adheres to both institutional policy and funder guidelines, and is accurate, error-free, and responsive to the funding opportunity. The Team prepares a customized proposal checklist with timeline; provides guidance on funder policies, budget development, and compliance issues; provides templates and drafts for grant sections; works with collaborating institutions on subaward documents; and assists with obtaining institutional approvals. When documents are received according to the proposal checklist timeline, the Team can also provide editing support.

All documents should be submitted according to the timeline outlined in the attached proposal checklist, and except for the research strategy, must be submitted to Research Grants at least five (5) business days before the funding entity's proposal deadline. The final research strategy must be submitted at least three (3) business days before the proposal deadline. Proposal documents that are not submitted on time must be accompanied by a late document waiver request form signed by an MHIR center director or the VPR. See the attached form. Research Grants will inform the PI whether their waiver request is granted; the decision will take into account the number and complexity of the late documents, as well as the requirements of other proposals currently under development with the Research Grants Team.

MaineHealth Institute for Research (MHIR) policy is to submit grant proposals two (2) business days prior to the deadline. This policy follows NIH recommendations and allows time to solve any technical difficulties prior to the due date. Timely submission of documents enables the Research Grants Team to review and upload documents, and make any necessary corrections in advance of the proposal deadline.

Failure To Meet These Deadlines May Result In Your Grant Proposal Not Being Submitted

TIMELINES FOR RESEARCH PROPOSAL SUBMISSION

Please note that there are several types of proposals that differ in scope and complexity which affect the timeline (see attached proposal checklist):

- a) **Standard Research Proposals:** These include pilot project proposals, NIH R01 and R-equivalent proposals, and standard research proposals to private funding agencies (e.g. American Heart Association, American Cancer Society). The PI should notify Research Grants 10-12 weeks prior to the deadline for these proposals, *or as soon as they learn about the opportunity and are considering applying.*
- b) **Career Development Proposals:** These include NIH F and K proposals, AHA fellowships, and other funding opportunities that require mentor letters. The PI should notify Research Grants 10-12 weeks prior to the deadline for these proposals, *or as soon as they learn about the opportunity and are considering applying.*

- c) **Large Program, Institutional, or Multi-site/Collaborative Proposals:** These proposals take more time to prepare, given the budget complexities, participation of multiple departments and/or institutions, and the need for letters, budgets, and documents from many sources; all this must be factored into the timeline. PIs should provide 4-6 months notice for these proposals.
- d) **Subaward Proposals:** When a MaineHealth investigator is asked to participate in another institution's proposal, MaineHealth will need to submit documents as a subaward site. Subaward proposals will take 2-4 weeks depending on the scope of work to be done at the MaineHealth site. The submitting institution should provide MHIR 4-6 weeks to assemble the required documents, with a minimum of two weeks. More time may be needed if the scope of work is large, the budget is complex, human subjects or animal procedures are included, or clinical procedures are involved.

Situations that can impact the timeline and grant proposal process:

- **Human subjects:** The Research Grants Team will work with the PI regarding the correct human subjects designation for the project and provide instructions on this section of the proposal. This should be done early in the process in case the project is complex and requires consultation to identify the correct designation. If the application involves clinical procedures, the PI will need to work with the Clinical Trials Office to ensure these procedures are budgeted correctly. Research Grants will assist in this process.
- **Reference, Mentor, and Institutional Letters:** Fellowship, career development, and large program/institutional proposals often require letters from referees and mentors, as well as specialized institutional commitment letters. Such letters must be requested well enough in advance – at least 2-4 weeks – to allow the referees/mentors enough time to meet the deadline. These letters cannot be crafted at the last minute.
- **External Collaborators/Subawards and Consultants:** If a proposal includes external collaborators and subawards, time must be factored into the process to obtain their budgets and other documents. Collaborating institutions have their own preparation and approval process and MHIR should provide them with 4-6 weeks to prepare their documents. Collaborating institutions cannot be brought into the proposal at a late stage as MaineHealth also requires internal budget approval. If consultants are included, letters of support are required and they must detail the services to be provided and the payment rate; these letters should be requested at least four weeks in advance of the proposal deadline.
- **Cost Sharing:** Cost sharing refers to the commitment of institutional resources to the project, such as salary support. The institution does not offer voluntary cost-sharing and if the PI plans to include this in the proposal, they will need to provide a strong justification. If additional space, resources, or cost-share are requested, the department chair who is providing the resources will need to submit written approval.
- **Scientific Peer Review of Research Applications:** MHIR recommends that all Federal research applications be reviewed scientifically before submission, particularly those from junior investigators. If a PI needs assistance in identifying appropriate reviewers, they may contact any of the MHIR center directors as appropriate for the proposal. The MHIR leadership group can also assist in identifying appropriate reviewers. For NIH proposals, it is critical to include reviewers who have had NIH funding and/or served on NIH review panels. The PI needs to take this review process into consideration when planning their proposal to meet these deadlines.



Grant Proposal Late Document Waiver Request Form

Date:

PI:

MHIR Center or Clinical Department:

NOFO/FOA:

Proposal Deadline:

Please list the documents for which you are requesting a waiver of the MHIR grant submission policy: *“All documents except for the research strategy must be submitted to Research Grants at least five (5) business days before the funding entity’s proposal deadline, and the final research strategy must be submitted at least three (3) business days before the proposal deadline.”* You must include the document name, assigned date per the checklist, and the proposed submission date in the table. Below the table, you must provide reasons for the delay. Acceptable reasons could include lengthy storm-caused power outages and/or inability to access one’s lab or office; a medical, personal, or work emergency; or an outstanding letter of support that was requested on time. ***Submission of a signed form does not constitute approval of the waiver request. You must receive approval from Research Grants to submit late documents.***

Document	Due Date per Checklist/Timeline	Proposed Submission Date

PI Signature:

CMM/CIPHR/CCTS/MHIR Director* Signature:

*CMM Director: CMM Faculty and staff
 CIPHR Director: CIPHR Faculty, Clinical Faculty, and Staff
 CCTS Director: CCTS Faculty, Clinical Faculty, and Staff

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