Center for Translational Research Grant Proposal Submission Process

- **>3 months before due date**
  - Draft Specific Aims
  - Meet w/ Grants Enhancement Program to assist w/ proposal development

- **3 months before due date**
  - Submit grant proposal intake form
  - Meet w/ Grants & Finance Admin to determine:
    - document requirements
    - set deadlines (in the responsibilities matrix)
    - if Subs/collaborators
    - sIRB of record and necessary budgeting

- **2 months before due date**
  - Submit Subcontract Documents
    - Statement of Work (SOW)
    - Budget Justification
    - Sign Sub-commitment forms
    - Collect F&A and Fringe Benefits Rate Agreements
    - Certificate of Insurance
    - Consortium/Contractual Agreements

- **1 month before due date**
  - Collect Supporting Documents
    - Budget and Budget Justification
    - Biosketches of Senior/Key Personnel
    - Current and Pending Support, if applicable
    - Human Subjects & Clinical Trials Info
    - Letters of Collaboration and Support
    - Facilities and Other Resources
    - Equipment
    - Vertebrate animals
    - Multi PI/PD Leadership Plan
    - Authentication of Key Biological and/or Chemical Resources
    - CNMC COI Forms

- **7 business days before due date** (Institutional Policy)
  - Submit Full Proposal Draft to Center Director(s)
  - Meet w/ Biostatistics to assist w/ proposal development

- **Submit Final Proposal to Grants & Finance**