

## FAQ for CTR Grant Proposal Submission Process

### **Which grant proposals fall under this process?**

This standardized process (SP) covers grant proposals that are investigator-initiated (e.g., not industry sponsored).

### **Does this process apply to all faculty?**

The process and the associated timeline are designed to guide all faculty and help optimize the process of preparing grant application.

### **What happens if an RFA is released within 3 months of a proposal due date?**

If an RFA is released with less than 3 months until the proposal due date, then email either Dr. Guay-Woodford or Dr. Tarini, and they will help you work through the process and timeline along with the business office manager.

### **Does this SP apply to grant proposals in which I am a co-Investigator and not a Principal Investigator (PI)?**

No, this SP applies only to grants for which the CTR member is the principal investigator and the contact principal investigator (for those proposals with multiple PIs).

### **How do I find out who my GFA is?**

Contact CTR Business Office Manager (interim), Stephanie Bair.

### **Can I meet with Grants Enhancement Program (GEP) and Biostatistics more than once?**

Yes. Specific plans for the proposal submission should be discussed with leadership of these programs:

- GEP: Stephan Ladisch, MD
- Biostatistics: Jim Bost, PhD

### **What IRB issues should I consider?**

If you have are submitting a multi-site human subjects research proposal to the NIH, Drs. Guay-Woodford and Tarini will help you develop an single IRB plan

(<https://grants.nih.gov/policy/clinical-trials/single-irb-policy-multi-site-research.htm>).

### **Why do I have to submit 7 business days before the deadline?**

This is an institutional policy. The proposal must be submitted to the Grants & Finance Office 7 business days prior to the proposal deadline so that the Grants & Contracts Specialist (GCS) can complete all required checks and resolve any unanticipated administrative issues prior to the submission deadline.

### **Who do I contact if I experience an issue with the grant submission process?**

If have a question about the grants submission process and are not sure who to ask, you can email either Dr. Guay-Woodford or Dr. Tarini.