HHS Office of Research (OOR) Timeline for Successful Grant Submission

Effective 9/13/2020
Revised 8/17/21

Background:

- Clearly, the scientific contribution and writing of the investigators is key to the success of any grant proposal, but successful submission of a grant also requires effective and advance communication with various offices on campus. The HHS OOR is charged with facilitating that process for HHS faculty. There are many tasks we must complete, and many additional supports we can provide if given adequate notice.

- It takes time to route a grant through the needed approval process at UNCG.

- After a grant leaves HHS, it takes time to be reviewed and ultimately submitted by the Office of Sponsored Programs (OSP).

- Multiple faculty within and beyond HHS submit grants at any one time. Schedules need to be coordinated to ensure that each planned submission is routed successfully.

- Given the increase in HHS and UNCG submissions, we must create and adhere to firmer deadlines than we have in the past.

- Our goal is to assist all faculty with their grant submissions. But, moving forward, if a high volume of submissions are being routed at the same time, priority will be given to those in which the PI adhered to this timeline. Exceptions may be made for rapid turnaround requests for applications (RFA) in which the PI can demonstrate the timing of the call and the deadline necessitated a shortened timeframe (e.g., RFA with 60-day turnaround from posting).

- In instances in which HHS OOR cannot assist faculty with a submission due to time constraints/volume, we will reach out to OSP to see if their staff can assist with the submission. *OSP does not complete the Cayuse portion. (clarified Aug. 2021)*

- Please see detailed timeline on next page. Faculty responding to standard, ongoing funding programs/RFAs, should plan to adhere to the timeline on the following page as the new norm in HHS.

If the Timeline is Not Followed (clarified Aug. 2021):

In the event a Principal Investigator has not adhered to the HHS OOR timeline for effective grant submission and our workload prohibits us from providing our full suite of services in the needed time frame, the Principal Investigator is expected to complete the Cayuse application in its entirety. This would likely require watching the training video and/or reading the documentation, completing the budget in the required format, answering all questions, uploading all needed documents, etc. Our goal is to shield investigators from this burden, but this may not be possible if there are tight time constraints, and we are in a period of peak submissions. Should this happen, be prepared to devote a substantial amount of time to this. We estimate this could take an entire business day or more.

HHS OOR Timeline for Successful Grant Submission

	Task	Deadline
1.	Alert HHS OOR (e.g., email or meet with Pre-Award Coordinator or Associate Dean for Research) and **Department Chair** of potential grant/contract plans.	3 to 6 months in advance of sponsor deadline (even earlier helps us plan)
2.	Optional: Meet with HHS Research Methodologist if you need guidance/consultation regarding design/analytic features (e.g., statistical power, needed sample size, etc.) This information can inform your specific aims, research strategy, budget, etc. Refer to the [Policy for HHS OOR Methodologist Effort on External Proposals](#).	10 to 12 weeks before deadline is suggested
3.	Meet with Pre-Award Coordinator and Associate Dean for Research to: • provide detailed overview of planned project • review sponsor guidelines, review budgetary needs (e.g., faculty effort* during AY and summer, funds for graduate students, potential HR issues, allocation of credit, etc.) • discuss internal (Cayuse) and external (e.g., NIH ASSIST) submission process • discuss plans for external reviews prior to submission • create detailed timeline together, etc. **Department chair must be notified of plans by this time.**	8 to 10 weeks prior to sponsor deadline
4.	Attend preliminary budget meeting.	6 weeks prior to sponsor deadline*
5.	Send draft to Scientific Reviewer of Your Choosing (optional but highly recommended).	5 to 6 weeks prior to sponsor deadline
6.	Forward draft to OOR for review by our recommended editor (optional but highly recommended).	3 to 4 weeks prior to sponsor deadline**
7.	Submit all needed attachments/documents (except primary proposal which is likely still being refined) to Pre-Award Coordinator for checking and uploading (e.g., biosketches, facilities, equipment, etc.) PI completes human subjects section for NIH, if relevant.	2 weeks prior to sponsor deadline
8.	Submit main proposal documents (e.g., specific aims, research strategy, references) and any missing attachments (e.g., letters of support, required revisions to above documents) to Pre-Award Coordinator.	2 weeks (10 business days) prior to sponsor deadline

*Additional time may be needed under some circumstances such as if you plan to have subcontracts or if you plan to exceed the NIH $500,000 annual cap.
**Timing depends on volume of PIs requesting this review and their availability.

Human Subjects – The Principal Investigator is responsible for completing this section in ASSIST.
Changes to the NIH R15 application:

Budget – A personnel justification which includes all personnel & consultants is required for the R15 application. Detailed justification is no longer needed for the application but required for Cayuse.

Letters of support – A letter from the Office of Sponsored Programs (OSP) will be added to the support letters verifying your employment status at UNCG. The letter will be created and completed by OSP and sent to the HHS Office of Research to add to the application.

Note: Grant applications to foundation and/or industry sponsors require permission from OSP. Individuals seeking funds from foundations, even for a regularly occurring, open call, must complete [this form](#).