

DEPARTMENT OF HEALTH OUTCOMES AND BIOMEDICAL INFORMATICS GRANT SUBMISSION PROCESS

1 INITIAL REVIEW (Including pre-proposals)

10 Weeks	Division Lead Initial Approval
<p>10 weeks or as soon as possible</p> <p>PI complete required appropriate preparation form- Grant Preparation Form External Subcontract Cross-College or Dept Funding (Internal)</p> <p>PI submits form to and consults with Division Lead regarding proposed project. Discussions should cover proposed project's potential impacts, with special attention to</p> <ul style="list-style-type: none"> ❖ UF/Department Strategic Plan ❖ Faculty Workloads ❖ Facilities/Equipment ❖ IT/Data/Programming Needs ❖ Cost Share/Match Requirements ❖ Indirect/Cost Recovery (F&A) ❖ IRB and/or IACUC Considerations <p>Division Lead provides feedback to Principal Investigator within 2 weeks regarding the proposed project. (required)</p>	

Any action items not approvable by the Division Lead will be forwarded to the Chair.

If pre-proposal or LOI is required, PI sends directly to the funding agency and provides a copy to the Grants Team and DSP **UNLESS** if Grants.gov or NSF Fastlane submittal is required, PI submits materials to Grants Team allowing 3 business days for submission. (signature routing not required for pre-proposals)

2 PROPOSAL DEVELOPMENT

After Div. Approval	PI and/or Designee (e.g.,RC)
<p>As soon as approval from Division Lead</p> <p>Begins the proposal development process, including:</p> <ul style="list-style-type: none"> • Email the Grants Team approved preparation form with the funding agency's RFP/ITN to ensure the proposal submission is added to the tracking log (required) • Schedule a <u>face to face</u> meeting discuss project and budgetary needs with the Grants Team and Fiscal Manager • The PI/RC are responsible for the development and collection of proposal documents. This can include the following: <ul style="list-style-type: none"> ➤ Budgets Verification <ul style="list-style-type: none"> • Deliverable Schedules • Payment Terms ➤ Letters of Support ➤ Letters of Intent (consortiums) ➤ Conflict of Interest Forms ➤ Other Support Forms ➤ Biosketches/CV's <p>The grants team provides only quality checks on documents prior to submission</p>	

3 FINAL REVIEW

21 Days	Division Lead Review only if PI/Co-PI on grant
Draft proposals sent to Division Lead for final budget and science review (required)	
10 Bus. Days	PI Sends Final Budget to Grants Team
Final budget to Grants Team (required)	
5 Bus. Days	Division Lead and Grants Team
<p>Division Lead approval submitted to PI, PI routes approval to Grants Team (required)</p> <p>PI sends finalized documents to Grants Team who uploads to UFirst and routes for PI and Chair approvals (required)</p>	
3 Bus. Days	Department Chair Approval
Department Chair reviews and approves in UFirst, routes back to Grants Team who submits proposal to DSP	
2 Bus. Days	UF DSP
Reviews full proposal for completeness and compliance prior to submission to funding agency	

If PI/CO-PI

