DEPARTMENT OF HEALTH OUTCOMES AND BIOMEDICAL INFORMATICS GRANT SUBMISSION TIMELINE

GRANT REVIEW – APPLIES TO ALL FUNDING SUBMISSIONS

It is our department and institute policy to route grant proposals in a timely manner. All of the below dates and timelines are mandatory, and failure to meet these dates will result in minimal quality checks or the grant to not be submitted.

I. DIVISION LEAD REVIEW

The submitting PI must consult with and receive approval from the Division Lead **at least 10 weeks prior to the funding submission**. The minimum of 10 weeks is mandatory; the Division Lead and Director of Administrative Services must approve any exceptions to this timeframe. The PI must complete to the best of their ability the **REQUIRED** preparation form, and submit this form to their Division Lead:

- Grant Preparation Form
- External Subcontract Form
- Cross- College or Department Funding: This applies to grants submitted by PIs in other departments within the College of Medicine, as well as other colleges across the University.

The **Division Lead** will assess the proposed project's potential impacts, and provide feedback and approval within 2-weeks of receipt of the applicable preparation form.

II. PROPOSAL DEVELOPMENT

After approval from the **Division Lead**, the PI must submit the appropriate preparation form (e.g., Grant Prep Form, External Subcontract Form, Cross-College or Dept Funding Form) along with the funding agency's RFP/ITN the department's Grants Team (email HOBI-Grants@ufl.edu). The Grants Team will log the preparation form and schedule a face-to-face meeting with the PI, and include the department's Fiscal Manager.

The PI and/or their Research Coordinator (RC) is then responsible for the development and collection of proposal documents, including:

- ➢ Budgets Verification
- ➢ Budget Justifications
- ➢ Scopes Of Work
  - Deliverable Schedules
  - Payment Terms
- ➢ Letters of Support
- ➢ Letters of Intent (consortiums)
- ➢ Conflict of Interest Forms
- ➢ Other Support Forms
- ➢ Biosketches/CV's

Please note that the Grants Team will provide only a quality check on documents prior to the grant submission. The Grants Team will provide feedback and suggested/revisions to PI, and will not make changes to the documents directly.

III. Final Review

The below are the minimum number of days required for final review of a grant submission:

IF PI or CO-PI ONLY

21-days prior to the to the funding agency submission deadline: The PI must submit the draft proposal to the Division Lead for review, prior to submitting the final package in UFIRST for Chair review. This means all grant components (including but not limited to: budget, budget justifications, biosketches, all science (except research strategy), conflict of interest forms, and letters of support.

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10 business days prior to the to the funding agency submission deadline: The PI must submit the final budget and any documents requiring quality checks to the Grants Team.

5 business days prior to the to the funding agency submission deadline: The **Division Lead** provides *written* final approval for the submission. The PI provides written approval to the Grants Team along with all finalized documents. The Grants Team will upload documents to UFirst and route for Chair and PI approvals.

3 business days prior to the to the funding agency submission deadline: The Department Chair reviews and approves approval in UFirst, and routes back to the Grants Team. The Grants Team will submit the proposal to the Division of Sponsored Programs (DSP).

2 business days prior to the to the funding agency submission deadline: DSP reviews the full proposal for completeness and compliance prior to submission to the funding agency

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IF YOU DO NOT SUBMIT YOUR MATERIALS ON OR BEFORE THE LISTED TIMELINES, YOU ASSUME THE RISK OF YOUR GRANT MATERIALS MISSING THE 5-DAY DEADLINE.

ANY MATERIALS RECEIVED AFTER THE LISTED TIMELINES WILL BE PROCESSED IN ORDER OF RECEIPT, AND COULD AFFECT THE QUALITY AND FINAL SUBMISSION OF THE GRANT.

ADDITIONAL NOTES

Cost Share: For questions and process on cost share, please contact Lizabeth Manini (lmanini@ufl.edu).

Grants Including Co-PIs (both within and cross-department/college): For grants with multiple Co-PIs, please allow additional processing time, as these PI's will need to approve their effort and materials prior to submission via UFirst. Review and approval requirements from external departments must be considered in the overall timeline.

Grants Submitted by Other Departments: For grant submissions outside of the department, please follow the timeline under **III. Final Review**. It is the responsibility of the faculty member from our department to communicate the mandatory department timelines to colleagues in other departments. While we cannot dictate a submission deadline to another department, it is our faculty's responsibility to obtain this information from the other department, and to communicate clearly in writing the information to our grants team before the deadline. Any proposals from other departments submitted after the 5-day deadline will be denied.

PLEASE SEND ALL COMMUNICATION AND DOCUMENTS SUBMISSIONS TO HOBI-GRANTS@UFL.EDU