

[insert grant mechanism eg NIH, HRSA] Grant Submission Timeline

| DUE DATE | ACTION(S) | RESPONSIBLE PERSON | COMMENTS |
|--|---|--|---|
| April 1, 2023 – September 20, 2023 (This is the period of time the PI has to write the content of the grant, if not already started.) | Draft Application Narrative | Appropriate Associate Dean by mission (Research, Education/Academic Affairs, Practice/Global & Clinical Partnerships), appropriate department chair, and PI/PD | Based on type of application, the PI/PD must notify the appropriate associate dean (Research-Bakitas; Education-Moneyham; Practice-Talley) & department chair of plans for grant submission. If appropriate, the PI may also send them proposal narratives for feedback prior to submission. Do not send draft narratives to GDRM. (This section will be tailored to the type of submission.) Note: For educational proposals that involve faculty or student recruitment (e.g., HRSA), the PI/PD should send the draft proposal to Dr. Linda Moneyham for approval PRIOR TO NOI SUBMISSION . ONLY email Dr. Moneyham (moneyham@uab.edu) when this applies to your grant application and please copy mbakitas@uab.edu , cotarver@uab.edu , & drberts@uab.edu |
| August 9, 2023 | Planning Meeting with Pre-Award Team | PI/PD, (mentor if appropriate) GDRM Team | The Planning Meeting is for the GDRM Pre-Award Team to meet with the PI (and for early-stage investigators mentor must attend) to review timeline, guidance summary, GDRM services, and PI roles and responsibilities and set expectations. |
| Plan For Grant Review (Click here for info) Plan Grant Review | Grant Application Review | PI/PD & mentors (if appropriate) | Scholarship peer-review is encouraged at all phases of proposal development from conceptualizing, writing, rewriting, and/or revising a grant submission. See web-link for Grant Review options and within a week of meeting identify the proposed dates and type of review and add to timeline. |
| August 16, 2023 (Date to be decided during Planning Meeting and updated here.) | Preliminary Budget Meeting with GDRM Team | GDRM Team, PI/PD, HR team | The Budget meeting is for the GDRM Team to discuss proposed project personnel, effort, job codes, fringe benefits, FOA restrictions, potential subcontracts etc. This meeting is also to ensure that you have a clear vision of budgeted items necessary to conduct your research. If applicable, send email to any identified subawards. |
| September 20, 2023 | Subcontract(s) | PI/PD, Subrecipients | All FINALIZED subcontract documents due. (Remove this row of boxes if unnecessary) |

| SON ROUTING / REVIEW | | | |
|---|--|--|---|
| September 20-23, 2023 Extramural checklist Adobe Sign Routing Initiated | GDRM will initiate the Extramural Checklist through Adobe Sign | GDRM to verify PI/PD and project personnel to complete the CIRB/FCOI | The PI/PD must send the abstract, budget, budget justification to accompany the extramural checklist. The project title and budget must be finalized. Include any related forms such as Cost Sharing, Indirect Cost Revenue Redistribution (IDCRR) split, etc. GDRM requires the signature of the PI/PD, appropriate Associate Dean, Department Chair, and Dean for submission to OSP. |
| GDRM REVIEW AND UPLOAD OF FINAL PROPOSAL DOCUMENTS | | | |
| (This generally includes uploading to a sponsor portal, if applicable) | | | |
| September 26, 2023, Due to GDRM by 8am | ALL outstanding components of the proposal must be in final form | PI/PD/GDRM Pre- Award Team | THIS IS A HARD DUE DATE SET BY GDRM and OSP; NO EXCEPTIONS. APPLICATIONS THAT ARE NOT SUBMITTED BY THE GDRM DUE DATE WILL NOT BE SUBMITTED TO THE SPONSOR. PI/PD must be reachable during this review. Extramural Checklist, RPL, Application, and ALL Supporting Documents must be sent to OSP. |
| OSP REVIEW (minimum of 5 business days before sponsor due date) | | | |
| October 2, 2023 | OSP Feedback | OSP | OSP will provide a proposal summary. GDRM will review and contact PI, <i>if necessary</i> . |
| OSP SUBMISSION | | | |
| October 5, 2023 | Submit to Sponsor | OSP Officer or GDRM Pre-Award Team | GDRM receives confirmation of submission from OSP no later than this date. THIS IS A HARD DUE DATE; NO EXCEPTIONS. |

Please note:

- The above deadlines and timeline due dates are firm, and any deviation from this schedule could possibly prevent/delay submission to the sponsor.
- Please provide impact/percentile score as soon as these scores become available as well as the sponsor's summary review of the proposal critiques to determine next steps.

Contract for Submission

- I understand that if the timeline above is not followed, the grant application may not be submitted.
- I understand that if this project is funded during a semester while I am teaching courses, I must complete teaching the courses before my effort begins on my new project.
- I agree to provide impact/percentile score as soon as these scores become available as well as the sponsor's summary review of the proposal critiques to determine next steps, *if applicable*.

PI Signature: _____

Date: _____

PI Name