

Timeline to Develop and Submit College of Health Professions Grant Applications

Initiation	Planning	Timeline (based on application due date)	Monitoring and Execution of Tasks
Stage 1	Kickoff meeting to begin the application process	6 Weeks	<ul style="list-style-type: none"> Meet with CoHP Pre-Award Team to make plans for developing and submitting application. Submit application cover sheet. If plan includes a sub-contract, begin working with sub-contractor to obtain Subrecipient Commitment form and required documents. Will you require technical writing support? Reach out to the Office of Scientific Writing for appointment.
Stage 2	Develop Proposal Budget	5 Weeks	<ul style="list-style-type: none"> Draft application budget, confirm salaries with co-investigators, review budget with CoHP Pre-Award Team. Develop budget justification. Request Biosketches from investigators and consultants
Stage 3	Finalize Non-Science Documents	4 Weeks	<ul style="list-style-type: none"> Finalize budget! Finalize all required non-science documents and send to CoHP Pre-Award Team (Resources, Equipment, Biosketches, Letters of Support, Budget Justification, Multiple PI Leadership Plan, Resource Sharing Plan, etc.) CoHP Pre-Award Office will need to review formatting, compliance, etc.
Stage 4	Finalize Science Documents	3 Weeks	<ul style="list-style-type: none"> Finalize all science-related documents except Research Plan and send to COHP Pre- Award Team (Project Summary/Abstract, Project Narrative (lay abstract), Human Subjects, Enrollment Table, Vertebrate Animals, Authentication of Key Resources, etc.) to CoHP Pre-Award Team for formatting and compliance review, etc. If subcontractor, ensure that final documents have been received.
FINAL SUBMISSION AND CLOSURE			
Stage 5	Route budget & justification to CoHP finance	14 Business Days	<ul style="list-style-type: none"> Notify CoHP Pre-Award Team upon completion of all documents for internal review and final budget approval
Stage 6	Route application to OSP	7 Business Days	<ul style="list-style-type: none"> Route final application in Cayuse for department and institutional review and approval.
Stage 7	Submit to Sponsor	2 Business Days	<ul style="list-style-type: none"> Office Sponsored Programs submits final Cayuse application to sponsor.