

## Timeline for Grant Application Routing and Approval

<b>ASAP</b>		<b>2 Months</b>			<b>4 Weeks</b>	
Notify EM Research Administration when you think a proposal is coming		Subcontracts should be started			Subcontracts need to be finalized and all documents to EM Research Administration	<p style="text-align: center;">Requirements for Subcontracts:</p> <ul style="list-style-type: none"> <li>• PAF</li> <li>• SF 424 Budget Pages</li> <li>• Budget Spreadsheet</li> <li>• Conflict of Interest Form</li> <li>• Statement of Work</li> <li>• Facilities &amp; Resources</li> <li>• Budget Justification</li> <li>• Equipment</li> <li>• Face Page</li> <li>• Biosketches</li> <li>• Letters of Support</li> </ul>
					<b>3 Weeks</b>	
					Budget is locked down	
					<b>2 Weeks</b>	
					All but the final science is due to EM Research Administration	<p style="text-align: center;">Administrative Shell-Typical NIH Submission:</p> <ul style="list-style-type: none"> <li>• PAF</li> <li>• SF 424 Application</li> <li>• Facilities &amp; Resources</li> <li>• Budget Justification</li> <li>• Subcontract Documents</li> <li>• Project Specific Space Locations for Investigators</li> <li>• Budget</li> <li>• Equipment</li> <li>• Abstract</li> <li>• Project Title</li> <li>• Sponsor Guidelines</li> </ul>
					<b>10 Business Days</b>	
					PAF is routed to the Med School Grants Office for review & approval	
			<b>7 Business Days</b>			
			Final Science given to EM Research Administration			
	<b>4 Business Days</b>				<b>HAPPY DAY</b>	
	ORSP deadline – Proposal must be in the final form and ready for submission				Sponsor deadline – Proposal Due	