



Nephrology Proposal Development Standard Operating Policy

Each grant has its own life cycle: 1) originating an idea; 2) developing a plan to apply the idea in reality; 3) preparing a proposal for submission to one or more funding sources; 4) administering a grant award; 5) achieving the project's goals; and 6) documenting progress and lessons learned. **Ideally, it is best to start several months in advance of a deadline, but five to six weeks is about as close to a deadline as you want to get.** Keep in mind that careful planning is required if you want to submit a compelling and well-conceived proposal. Less preparation time will show in the end product.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 Weeks Prior to Sponsor Deadline	DRAFT Budget and Administrative Components Due to Grant Administrator by 5pm		FINAL Subcontract Materials Due to Grant Administrator by 5pm	FINAL Budget and Budget Justification Due to Grant Administrator by 5pm	Grant Administrator Not In Office on Friday	
2 Weeks Prior to Sponsor Deadline	FINAL Administrative Components Due to Grant Administrator by 5pm	ePRF Routed for Approvals from Each Faculty Member and Their Chair	FINAL Administrative Components Due to DOM by 5pm		Grant Administrator Not In Office on Friday	
1 Week Prior to Sponsor Deadline	FINAL Administrative Components Due to Grants & Contracts by 5pm			FINAL DRAFT Science/ Technical Components Due to Grant Administrator by 5pm	Grant Administrator Not In Office on Friday	
Final Week Prior to Sponsor Deadline	FINAL Science/ Technical Components Due to Grants & Contracts			Sponsor's Deadline	Grant Administrator Not In Office on Friday	

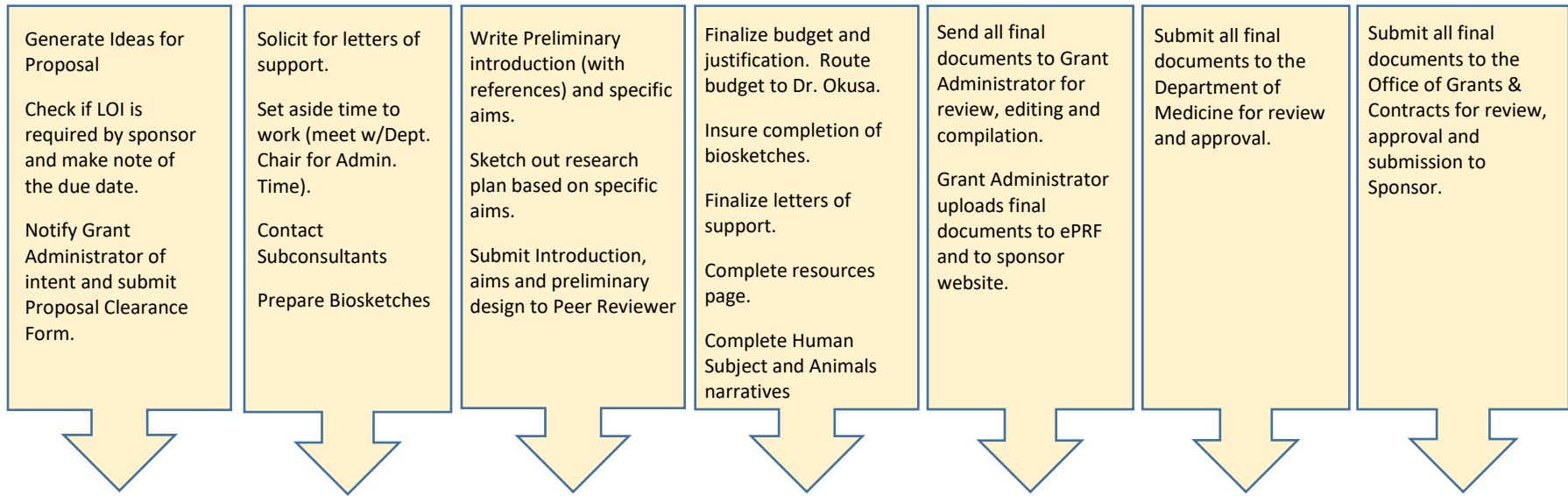
Administrative Components

- Completed, signed PRF
- Completed, signed sponsor application package
 - [Abstract, Narrative, Specific Aims, Biosketches, Equipment, Facilities/Resources, Vertebrate Animals, Human Subjects, Resource Sharing Plan, Authentication of Resources, Letters of Support, Other Support, etc.]
 - Detailed Budget and Justification
 - Compliance information
- Consortia packages
 - Consortium Agreement, signed by Consortium Institution's Authorized Official
 - Statement of Work
 - Budget and Budget Justification
 - Letters of Support

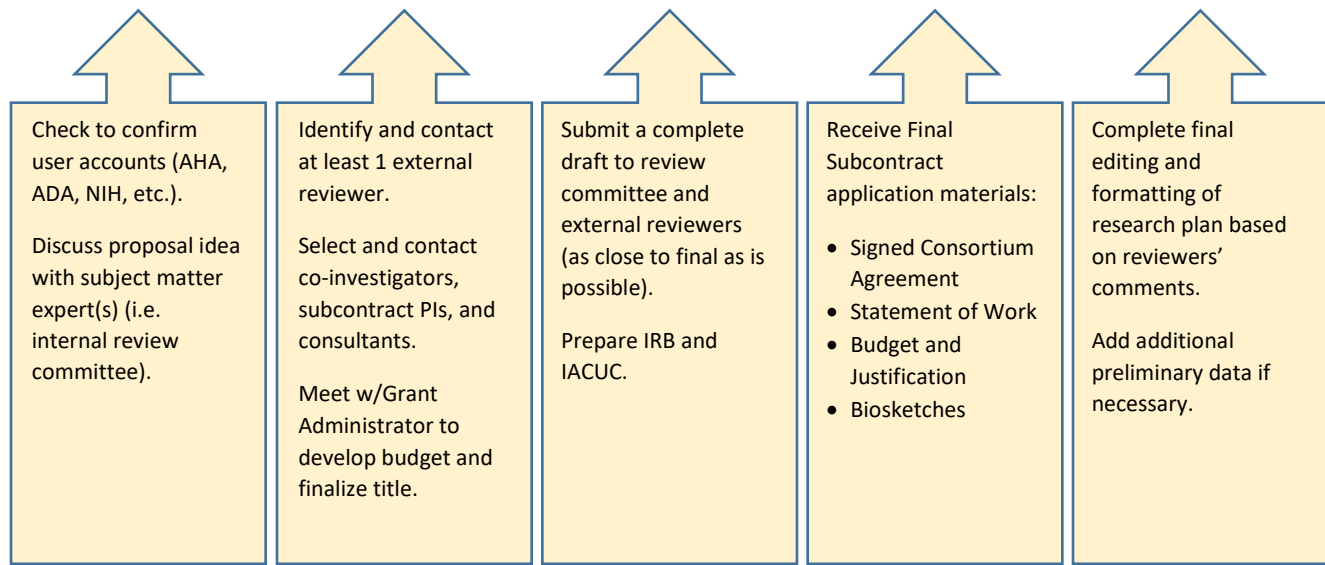
Science/Technical Components

- Specific Aims
- Research Plan
- References
- Final Abstract

Grant Proposal Development and Submission Timeline



4 MONTHS PRIOR TO SPONSOR DEADLINE	3 MONTHS PRIOR TO SPONSOR DEADLINE	1-2 MONTHS PRIOR TO SPONSOR DEADLINE	3 WEEKS PRIOR TO SPONSOR DEADLINE	2 WEEKS PRIOR TO SPONSOR DEADLINE	<u>7 BUSINESS DAYS</u> PRIOR TO SPONSOR DEADLINE	<u>5 BUSINESS DAYS</u> PRIOR TO SPONSOR DEADLINE
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Step One (As Soon As Possible)

Prepare a **Grant Concept Review** form and schedule a meeting discuss your idea with Mark Okusa, MD. It is important to get an objective opinion and ensure that your idea fits into the mission and goals of Nephrology and the School of Medicine.

Applications are considered in accordance with recommendations from Dr. Mitchell Rosner including:

- R01s - PI effort is 30% or more for 1st and 2nd application
- R21s - PI effort is 15% or more
- Adequate Co-Investigator effort (Effort should be in the range of 5-10%, or more if justified)
- Modular budgets should be the exception and not the rule

Step Two (No Less Than 4 Weeks Prior to Due Date)

After you have discussed and received approval of your grant application from Dr. Okusa, submit your approved **Grant Concept Review Form** to the Grant Administrator (Linda Deeds) at lad5k@virginia.edu. The Grant Administrator will forward a **Proposal Clearance Form** and schedule a meeting to discuss your project. Forward the completed **Proposal Clearance Form** and your **Abstract** to the Grant Administrator prior to the scheduled meeting.

Note: Any faculty member submitting a grant less than four weeks prior to the sponsor's deadline must submit a request to Dr. Okusa and Bob Young explaining the rationale for the late notification. Investigators must explain the importance of the application and how the research fits into Nephrology's research portfolio. The request is reviewed based on proximity of the grant submission to the deadline, the number of grant applications currently in process, adherence to Grants & Contracts Office Policy and resources available.

Step Three (No Less Than 3 Weeks Prior to Due Date)

Meet with the Grant Administrator to obtain due dates and to outline your budget after which the Grant Administrator will create a draft and route for your review and approval. After approval, the Grant Administrator will submit the Proposal Clearance Form and final budget to Dr. Okusa and Bob Young for Nephrology review and approval. Their approval indicates that they are aware your grant application and are in agreement with the concept and the budget.

Step Four (No Less Than 3 Weeks Prior to Due Date)

All **FINAL** Subcontract materials and the **FINAL** budget and justification are due to the Grant Administrator.

Step Five (No Less Than 2 Weeks Prior to Due Date)

All **FINAL** administrative components are due to the Grant Administrator and all approvals from Co-Investigators and their Chair obtained.

Step Six (No Less Than 7 Full Business Days Prior to Due Date)

All **FINAL** Administrative components and ePRF are submitted to the Department of Medicine for review and approval by close of business **seven** full business days prior to the sponsor due date.

Step Six (No Less Five Full Business Days Prior to Due Date)

All **FINAL** administrative components and a draft of the Science/Technical Components are due to the Office of Grants & Contracts by the close of business **five** full business days prior to the sponsor due date.

Step Six (No Less Two Full Business Days Prior to Due Date)

FINAL Science/Technical Components are due to the Office of Grants & Contracts by the close of business **two** full business days prior to the sponsor due date.

NOTE: Investigators must submit their applications to the Department of Medicine and the Grants & Contracts Office according to policy. The Department of Medicine requires **2 full business days** for review **which is why the deadline is 7 days prior to the Sponsor's deadline**. Grants & Contracts Office requires **5 full business days before the Sponsor's deadline** to proofread the final proposal, recommend changes and secure the authorized official's approval and signature. Investigators submitting final documents less than 5 days before Sponsor deadline are required to submit a request for exemption as outlined below.

1. Submit a request to Dr. Okusa or Russ Manley with an explanation as to the importance of the proposal to the department overall research portfolio. This approval is required and investigators must submit the approval with the application.
2. Submit a request to the Assistant Dean of Research Grants and Contracts and explain the rationale for the waiver. This approval is required and investigators must submit the approval with the application.
3. The request will then be reviewed by Steven Lichtenstein based on proximity of the grant submission to its deadline and the available resources for review.
4. The review process that Grants & Contracts performs for late proposals is only a cursory review and analysis to make sure the proposal will pass sponsor requirements.

RECOMMENDED SCHEDULE FOR PREPARING A GRANT APPLICATION

3-4 Months Prior to Sponsor Deadline	<ol style="list-style-type: none"> 1. Generate ideas for proposal and check to see if a Letter of Intent is required by the sponsor. 2. Discuss proposal idea with subject matter expert(s). 3. Identify and contact at least 1 external reviewer. 4. Identify individuals who will be included on the research team and verify user accounts (i.e. NIH, AHA, etc.). 5. Contact co-investigators, subs and consultants and request a current biosketch from each. 6. Solicit Letters of Support from Co-Investigators and other key collaborators. 	
3 Months Prior to Sponsor Deadline	<ol style="list-style-type: none"> 1. Finalize title of grant. 2. Meet with Grant Administrator to review the Grant Concept Review Form and budget. 	
1-2 Months Prior to Sponsor Deadline	<ol style="list-style-type: none"> 1. Write preliminary Introduction (with references) and Specific Aims. 2. Sketch out research plan based on Specific Aims. 3. Submit Introduction, Specific Aims and preliminary design to subject matter expert. 4. Submit a complete draft (as close to final as is possible) to collaborators and peer(s) for review. 5. Begin writing your IRB and IACUC protocols. 	
3 Weeks Prior to Deadline	<ol style="list-style-type: none"> 1. Collect final, approved materials from Subcontractors. 2. Finalize Specific Aims. 3. Finalize budget and budget justification. 4. Insure completion and receipt of biosketches. 5. Finalize and collect Letters of Support. 6. Finalize Abstract, Narrative, Resources, Equipment, Resource Sharing Plan, Authentication of Resources, Vertebrate Animals and Human Subjects sections. 	
These Are Mandatory Deadlines	3 Weeks Prior to Deadline	Submit all FINAL Subcontractor and FINAL budget and budget justification documents to Grant Administrator for review.
	2 Weeks Prior to Deadline	Submit all FINAL documents to Grant Administrator for review.
	7 Working Days Prior to Deadline	Submit all FINAL documents to Department of Medicine for approval.
	6 Working Days Prior to Deadline	Submit all FINAL documents to the Grants & Contracts Office for review and approval.
	2 Working Days Prior to Deadline	Last day to revise Research Plan.

* Office of Grants & Contracts Deadline Policy (<https://med.virginia.edu/policies/timely-submission-of-grant-proposals-and-related-documents-2/>)