CPH RESEARCH OFFICE UPDATE:
GRANT SUBMISSION GUIDELINES (REVISED 9/4/2014)

I am writing to distribute the grant submission guidelines for the CPH Research Office. Our guidelines are intended to facilitate your grant submission efforts, ensure that your grant is submitted in a timely manner, and increase the likelihood that your application will be reviewed favorably.

In the past, CPH Principal Investigators (PIs) were asked to submit proposals to our research office five business days before the agency's deadline. This five-day window allowed for adequate review of the application, correction of errors or omissions, compliance with agency requirements, and the submission of the application through a variety of electronic mechanisms.

Effective December 1, 2013, *administrators in the CPH Research Office will not accept any proposal that is later than five business days prior to the agency's submission deadline.* In addition to being submitted five or more business days prior to the deadline, *all proposals must be complete* (i.e., no sections or important documents can be missing). As such, if your proposal is due Friday November 15th at 5 p.m., your fully-completed proposal must be submitted to the CPH Research Office by 5 p.m. on November 8th. This provides our office with five full business days to conduct all pre-award activities. It is incumbent upon all PIs

and their staffs to adhere to this policy; no exceptions to this policy are likely to be granted. Many schools and colleges of public health require PIs to submit their completed grant applications to their research office 10 or 14 days in advance of the submission deadline. Our new grant submission policy will permit our research office to closely attend to your grant submission needs and provide PIs with adequate time to prepare and submit their applications.

Guidelines for Submitting Grant/Contract/Subcontract Applications

1. *Two to three months* prior to your grant submission deadline, submit a copy of the funding opportunity announcement (FOA), program announcement (PA), or request for applications (RFA) to which you'll be applying to our Research Office at cphgrant@uga.edu and copy your unit's Business Manager. The CPH Research Office will determine which administrator will oversee the processing and submission of your application. The administrator assigned to your grant will carefully review the funding announcement to better understand the requirements of your submission. If you believe that your application is unique in nature (e.g., an unconventional mechanism) or will require an inordinate amount of time and staff to prepare (e.g., a Center application or a large RO1 with multiple subcontracts), feel free to request a meeting with the CPH Research Office (to include the Grants Manager, Grants Coordinator, and Associate Dean for Research). The logistics and timing of your submission can be discussed at this meeting.

2. *Three weeks* prior to the submission deadline, submit a draft budget and budget justification to the research administrator with whom you are working. Our office's review of these sections will ensure that all calculations are correct, that indirect rates are applied properly, that all salaries are correct, and that institutional requirements are met. It is particularly important to submit budgets and budget justifications in advance when subcontracts are involved in your application.

3. *Two weeks* prior to the deadline, submit a completed/revised budget, budget justification, and abstract to the same administrator in the CPH Research Office based on feedback provided by the research administrator. Please note that in most cases, many PIs are trying to submit one or more grants at the same time you are preparing your submission. Our research office needs considerable time to ensure that your budget satisfies all institutional rules, regulations, and requirements. Also, in all budgets, *please request the full indirect rate permitted by the funding agency*. Attempting to reduce your application's indirect rate will only complicate the submission of your application. Moreover, almost invariably, the Office of the Vice President for Research will deny your request to modify the indirect rate.

4. *Five or more business days* prior to submission, a completed submission packet should be ready for electronic submission or mailing to the funding agency. If you complete any forms or sections earlier than the five business day window, please send them to our research office upon completion as this will facilitate the processing of your application. Any requests for shorter timelines must be approved by the Associate Dean for Research and will require a compelling reason. PIs who do not meet the five business day requirement will receive a written "Notice of Late Grant Submission Warning." This warning will indicate that the CPH Research Office cannot guarantee a timely processing and submission of the application and that the application may have to be submitted "as is" (i.e., without review by the CPH Research Office).

Responsibilities of the Principal Investigator

1. Visit the website of the potential funding agency to ensure that you understand the goals, missions, and priorities of the agency to which you will apply for funding.

2. Read carefully the FOA/PA/RFA to which you are applying. *It is the responsibility of the PI to be familiar with the specific requirements for both the technical and business aspects of the proposal.* Although CPH research administrators carefully read each and every FOA/PA/RFA to which CPH faculty apply, each oversees the simultaneous submission of several grants; it is very difficult for our administrators to know all requirements of the FOA/PA/RFA to which you are applying. As the PI, please know the formatting requirements and page limitations of your final submission and verify that you are using the proper font style, font size, and margins in your application. Applications that don't conform to these types of requirements are likely to be returned to the PI by the funding agency without review.

3. Work with the CPH Research Office to generate your budget and budget components (i.e. subcontracts). Prepare a draft budget and budget justification. If you have prepared your own budget worksheet, provide an electronic copy to research office administrators as applicable. Our office can provide you with an EXCEL budget template that includes current indirect and benefits rates that will enable you to budget appropriately. The budget process often involves significant collaboration between the study team(s) and the research office; sufficient time should be allotted to prepare a successful budget. Please remember that the final budget and budget justification are due in the CPH Research Office *two weeks prior to the grant submission deadline* to allow for adequate review.

4. Collect and submit to the research office all biosketches. Please ensure that the Personal Statement in each biosketch is tailored to the aims of the proposed research. It is the responsibility of each investigator to keep his or her biosketch updated and structured in the format requested by the funding agency.

5. Complete all required scientific sections and documents for the grant/contract (e.g., Targeted Enrollment Tables; Inclusion of Women, Minorities, and Children; Data Sharing Plans, etc.) by the deadlines listed above. Submit to the CPH Research Office (and copy the PI's Business Manager) an application believed to be complete and error-free.

Responsibilities of the CPH Research Office

1. The CPH Research Office will work with the PI and his or her staff to ensure that the budget adheres to university and funding agency guidelines. Research office administrators will assist in the final editing of the budget justification to verify that the document corresponds correctly with the budget and that all financial documents are completed on appropriate forms.

2. Communicate to the PI in a timely manner any changes or new developments from the Office of Sponsored Programs (OSP) or the Office of the Vice President for Research (OVPR) that might affect the application.

3. Confirm that all submission requirements have been satisfied (e.g., page limits and title lengths are acceptable, all required documents are included, etc.).

4. The CPH Research Office will provide a "final" copy of the prepared application to the PI several days in advance of the agency's due date for his/her approval before submitting the application to the funding agency.

5. After the PI has approved the final version of the application, our research office will submit the application to the funding agency. Research administrators will work with the PI to correct any errors that prevent the application from being accepted. Research administrators will also serve as the liaison between the funding agency and the PI throughout the review process when appropriate.

Applications Will Be Submitted to the Funding Agency in the Order in Which They Are Received

Regardless of the grant's mechanism (RO1 vs. R03), the total costs of the grant ($1,000,000 vs. $50,000), or the rank of the PI, grant applications will be processed and submitted to the funding agency in the order in which the final versions of the application are received by the CPH Research Office. It is unfair to PIs who adhere to our policy to have their applications "bumped" by a PI who is late with his or her submission and requires immediate attention. An application will be considered "complete" when all required sections and documents have been submitted to the CPH Research Office. As such, if a PI submits most sections to the research office on December 1st, but the application's Human Subjects sections is not received by the office until December 5th, the application will be placed in the queue of submissions as of December 5th.

Summary of Grant Submission Timeline

2-3 Months Prior to Deadline:
Submit copy of the funding announcement to CPH Research Office (cphgrant@uga.edu) and copy your unit's Business Manager.

3 Weeks Prior to Deadline:
Submit initial budget and budget justification to the research administrator with whom you are collaborating.

2 Weeks Prior to Deadline:
Submit revised/final budget, budget justification, and project abstract to research administrator.

5 or More Business Days Prior to Deadline:
Submit the final and complete version of your application to your research administrator. Send copy of completed proposal to your unit's Business Manager.

Useful Links When Preparing and Submitting Your Grant Application

UGA OVPR Research 101
http://ovpr.uga.edu/resources/research-101

UGA Office for Sponsored Programs (OSP)
http://ovpr.uga.edu/osp/

UGA Office of Vice President for Research (OVPR)
http://www.ovpr.uga.edu/

UGA Sponsored Projects Administration Site (SPAS)
http://spas.uga.edu/

UGA eResearch Portal Grants and Awards
http://gear.ovpr.uga.edu/applications-and-databases/eresearch-grants-awards/

UGA OVPR OSP Pre-Award and Pending Award Frequently Asked Questions
http://ovpr.uga.edu/docs/policies/osp/pre-award-pending-award-faqs.php

UGA OVPR OSP Frequently Used Information
http://www.ovpr.uga.edu/osp/frequent-info

UGA OVPR OSP Proposal/Award Process from Concept to Closeout
http://www.ovpr.uga.edu/osp/process/

NIH Forms & Applications
http://grants.nih.gov/grants/forms.htm