

Grant Submission Countdown

Remember there may be other PIs submitting for the same deadline, earlier is always better than last minute.

▶ **10 to 12 weeks prior** – Funding opportunity identified. Application package posted.

▶ **8 weeks prior** – Meet with IMB Grants Administrator to discuss personnel, consultants, subcontracts, budget, regulatory approvals (IACUC, IRB, IBC, Radiation, vertebrate animals). Confirm that PI is registered with eRA Commons. Prepare timeline with specific dates for individual submission. Begin subcontract paperwork.

▶ **4 weeks prior** – Confirm personnel, collect biosketches, collect current and pending support, obtain subcontract budget.

▶ **10 business days prior** – Internal paperwork sign off begins. PI and Grants Administrator sign PTF.

▶ **9 business days prior** - Department Chair signs off.

▶ **8 business days prior** - Adrienne Thomas, SSD LBC Grants, signs off.

▶ **7 business days prior** – All documents to URA for comments; **FINAL VERSION OF SCIENCE DUE**

▶ **4.5 business days prior** - URA review and returns comments

▶ **3 full business days prior** – All comments addressed and re-submissions in to URA for review

▶ **2 full business days prior** – URA returns second round of comments as needed

▶ **1.5 business day prior** – **FINAL VERSION TO URA**

DUE DATE t=0 GRANT DUE DATE (confirm whether “received by” or “postmarked by”)