

**TIMELINE FOR FEDERAL GRANTS BEING SUBMITTED
IN ELECTRONIC FORMAT**

WEEKS BEFORE 5PM CST DEADLINE	YOUR DEADLINE	ACTIONS NEEDED Weeks 5 – 18 Suggested Timeline Weeks 1 – 4 Absolute Timeline
		<ul style="list-style-type: none"> PI develops written study Aims & Hypotheses/Research Questions
18		<ul style="list-style-type: none"> PI meets with Associate Dean for Research for initial proposal review: scientific direction, potential collaborations and appropriate funding mechanism
15 - 17		<ul style="list-style-type: none"> PI refines proposal
14		<ul style="list-style-type: none"> PI meets with CNR to develop initial budget Meets with CNR Statistician to begin statistical section of grant
13		<ul style="list-style-type: none"> PI provides CNR with completed proposal for editing and formatting for Mock Peer Review
12		<ul style="list-style-type: none"> Faculty participating in Mock Peer Review* evaluate proposal
11		<ul style="list-style-type: none"> PI & CNR staff attend Mock Peer Review*
5 - 10		<ul style="list-style-type: none"> PI revises proposal based on Mock Peer Review* Meets with CNR Statistician to refine statistical section of grant [may require several meetings] CNR gathers Letters of Support & completed subcontracts as needed
4		<ul style="list-style-type: none"> PI signs R&A & provides CNR with FINAL completed sections of grant application for final editing and formatting
3		<ul style="list-style-type: none"> CNR has selected SON faculty review the application and sign off on the R&A -- NO BUDGET CHANGES AFTER THIS POINT!
2		<ul style="list-style-type: none"> CNR sends FINAL electronic file & paper-based R&A form to OSP for review OSP completes a final check of the electronic file and uploads it to Grants.gov PI can download formatted application from eRA Commons and make changes PRIOR TO THE DEADLINE
5pm CST		<ul style="list-style-type: none"> NO CHANGES TO UPLOADED FILE AFTER THIS TIME!

R&A = UTHSC-H Review & Authorization form

*Per CNR guidelines, a Mock Peer Review is required for all grants with at least \$100,000 in annual Direct Costs per year.