

College of Health Sciences Proposal Submission Policy

Steps to Follow and Timeline for Proposal Submission

Timeline for proposal submission

Four to Six weeks before due date	Contact CHS Office of Research, fill out a pre-proposal form to help inform us what type of assistance you will need
Two to Three weeks before due date (optional)	Send a draft of the proposal to the CHS Office of Research for a critique.
Two to Three weeks before due date	Send the budget to the Office of research, if assistance is needed, or send your budget directly to Danielle Zack or Jessica Williams.
One week before due date	Send all supporting documents (IRB, IACUC, compliance information, as required) to CHS Finance office
5 days before due date	Send completed proposal to CHS Finance office for processing
72 hours before due date	Proposal and any documents requiring signature must be in the central UD Research Office 72 hours before due date

Please note:

- If the proposal is not to the UD Research Office within the final 72-hour window, there is no guarantee that the proposal will be submitted
- If the proposal and all required documents are not submitted to the Sponsored Programs Coordinator (CHS) within the above deadlines, the processing of the proposal may be denied by the Dean's office.

Timelines:

- Complete the pre-proposal form before writing the first draft of the proposal
- Send the proposal text (even a draft) to Dan Flynn for review of content 2-3 weeks in advance of submission date
- Send the proposal budget (even a draft) to Dan Flynn for review 2-3 weeks in advance of submission date (required ... changes can be made up to 5 days in advance)
- Send all the supporting documentation to Dan Flynn 7 days in advance
- Send entire proposal to CHS Finance Office at least 5 days in advance of submission, for processing.
- Entire FINAL proposal is due to the UD Research Office 72 hours before due date.

Specific Assistance is offered by the CHS

Dan Flynn (CHS Research Office) will assist faculty with:

1. Insuring the grant is appropriate for the targeted RFA (if there is one)
2. Reviewing the text (Specific Aims, Preliminary Data, Central Hypothesis, Approach, Significance)
3. Preparing the initial budget (year 1 and entire budget) - which will be reviewed and finalized in the Budget office.
4. Preparing the Resources page
5. Making sure compliance issues are addressed (IRB, IACUC, IBC, EHS)
6. Making sure the model-sharing plan is addressed
7. Assistance with Animal or Human Subjects justification

Danielle Zack (BHAN & MLS), and Jessica Williams (KAAP & NURS) (CHS Finance Office) will assist with:

1. Finalizing the budget
2. Insuring the font size and page length restrictions are adhered to
3. Filling out the Face page & checklist
4. Making sure UD related information is appropriately included
5. Making sure all biosketch pages are included
6. Making sure Resources page, table of contents, reference list and other required sections are included in the final grant proposal
7. Sending the proposal to the Office of Research for submission to the agency

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DCF