**Title of Grant:**

**Funding Agency:**

**NOFO Number:**

**Collaborators:**

**Due Date:**

**TARGET ROUTING DATE:**

|  |  |  |
| --- | --- | --- |
| **IMMEDIATE** | **Target Date:** |  |

1. As soon as you are considering applying for a funding opportunity, contact your Departmental/Research Administrator prior to preparing a proposal.

* If you have guidelines or instructions (such as an RFA), provide them a copy or link of the RFA.
* **Note:** *Target Routing Date* should be **10 working days** prior to the *Sponsor Due Date*. If it is unlikely that you will be able to provide all information and attachments for your administrator to initiate a routing form 10 days prior – consult them to determine whether they will be able to assist you in submitting the proposal or whether to wait for the next round of funding.

1. Review the proposal guidelines in their entirety.

* Do you meet the eligibility criteria?
* Is this a [limited submission](https://research.uiowa.edu/research-development-office/funding-opportunities/limited-submissions)?

1. Notify your DEO.
2. Contact potential collaborators.
3. Work with department/grants admin to develop a timeline and checklist specific to the proposal. Some may find this [sample timeline](https://www.public-health.uiowa.edu/wp-content/uploads/2024/06/Grant-Submission-Proposal-Timeline.pdf) a useful tool.
4. Draft your budget and justifications. Involve your Department/Grants Admin in these preparations.

|  |  |  |
| --- | --- | --- |
| **2-3 MONTHS PRIOR** | **Target Date:** |  |

1. Determine whether your collaborators will be treated as a subaward. If so, review the Division of Sponsored Programs “Outgoing Subaward Roles & Responsibilities” for Principal Investigators/Departments:

* [Subawards/Subcontracts](https://dsp.research.uiowa.edu/subawards-university-iowa)
* [Checklist for Subrecipients](https://dsp.research.uiowa.edu/sites/dsp.research.uiowa.edu/files/2023-03/Checklist-for-Subrecipients-Updated-01092023.pdf)
* [Outgoing Subaward Conflict of Interest Questionnaire – Form B](https://dsp.research.uiowa.edu/sites/dsp.research.uiowa.edu/files/2024-04/Outgoing%20Subaward%20Conflict%20of%20Interest%20in%20Research%20Form.pdf)
* [International Collaboration/Engagement](https://dsp.research.uiowa.edu/international-engagement) subawards

1. Request letters of support.
2. If you want an external review to provide feedback on your draft proposal, apply for [Proposal Development Funds](https://www.public-health.uiowa.edu/proposal-development-fund/) from the CPH Research Office.
3. Request biosketches from collaborators.

* [NIH](https://grants.nih.gov/grants/forms/biosketch.htm) Biosketch Format Pages, Instructions and Samples

1. Research projects meeting the regulatory definition of human subjects research require review and approval by an [Institutional Review Board](https://hso.research.uiowa.edu/get-started/institutional-review-boards). All IRB applications are submitted through [HawkIRB](https://hso.research.uiowa.edu/submit-irb/hawkirb-system).
   * [Single IRB of Record standard fee rates](https://hso.research.uiowa.edu/about-human-subjects-office/irb-fees)
   * Several elements are required for the IRB, familiarize yourself and assemble requirements.
   * If using c*ash incentives, a cash handling plan must be submitted to the IRB.*
2. Determine whether there is particular data, technology, or information involved that may be covered by export controls regulations. If so, carefully review the export control information provided on the [UI Export Controls website](https://dsp.research.uiowa.edu/export-controls-home).

|  |  |  |
| --- | --- | --- |
| **1 MONTH PRIOR** | **Target Date:** |  |

1. If your proposal requires a Memorandum of Understanding, meet with your Department/Grants Admin and [DSP](https://dsp.research.uiowa.edu/about-dsp/staff-directory-contacts).
2. Prepare required elements of the submission (e.g., abstract, cover letter, enrollment tables, allowable appendix materials, etc.)
3. Enter available proposal items into required submission software. Proposal does not need to be complete.
4. Ensure all UI personnel on your project team have completed the electronic Conflict of Interest [eCOI Disclosure](https://ecoi.uiowa.edu/researcher/earoverview) and that any subawards have completed Form B (if applicable). See page 1, item #1 under “2-3 Months Prior”. This is necessary to avoid routing delays.

|  |  |  |
| --- | --- | --- |
| **2 WEEKS PRIOR** | **Target Date:** |  |

1. Ensure all senior/key personnel, consultants, and other significant contributors on your project team have an eRA Commons ID.
2. Enter all finalized proposal items into required submission software.

|  |  |  |
| --- | --- | --- |
| **10 DAYS PRIOR** | **Target Date:** |  |

[Route](https://dsp.research.uiowa.edu/routing-form-and-process) your proposal to DSP. It can take several days to route thru workflow approvals (Department, College, Collaborators Unit/College) before reaching the Division of Sponsored Programs. Once at DSP, they may have changes or recommendations. To ensure a comprehensive review prior to final submission – be sure to meet the routing deadlines to ensure greatest success! **NOTE:**  Proposals must complete workflow and **reach** DSP **at least five working days** in advance of the sponsor’s submission deadline.

**Please use this proposal checklist as a general guide to ensure your application’s success. Start early - consultation with various offices across campus takes time!!**

**Does your project include IT or Data?**

* Electronic File Storage – are there special file storage requirements?
* Data Backups and Restore – are there special data backup and restore requirements?
* Data Retention/Archival – are there special data retention or archival requirements?
* Data Destruction – are there special data destruction requirements upon completion of project?
* Data Compliance Requirements – are there special data compliance requirements for this project?
* Other Specials Needs – are there other specials needs, such as dedicated servers, software, cloud services, high performance computing or other hardware?
* *If yes to any of these - contact Tim Shie, CPH IT Director, before**the proposal is submitted.*
* Data Management and Storage Plan required?
* *If yes, review the* [*UI Library resources*](https://www.lib.uiowa.edu/data/plan/)*.*

**Does your project involve** [**Intellectual Property**](https://opsmanual.uiowa.edu/administrative-financial-and-facilities-policies/university-iowa-intellectual-property-policy)**?**

* Does your project involve research that has implications for product development?
* Does your project involve establishment of a business entity?
* *If yes, you will need to get approval from the* [*Research Foundation*](https://uirf.research.uiowa.edu/when-reach-out)*, and it might be helpful to talk with them as you develop your proposal.*

**Will your project involve potential Risk Management or Legal Issues?**

* Do any participants or procedures you will do require insurance?
* Do participants have any legal risk?
* Do your protocols have legal implications?
* *If yes, you will need to get approval from the* [*Risk Management*](https://riskmanagement.fo.uiowa.edu/) *and the* [*Office of the General Counsel*](https://gencounsel.uiowa.edu/)*, and it might be helpful to talk with them as you develop your proposal.*

**Does your project proposal include Research Subject Compensation or any other form of Cash Handling (including gift cards, parking passes, etc.)?**

* *If yes, you need to meet with your departmental administrator to develop a cash handling plan. Review the* [*Research Subject Compensation Procedure*](https://gao.fo.uiowa.edu/managing-grants-contracts/research-subject-compensation-procedure)*.*
* Research subjects must be compensated with a University check and complete a [Substitute W-9](https://ap-purchasing.fo.uiowa.edu/sites/ap-purchasing.fo.uiowa.edu/files/2020-03/rsrchparticipant_subw9_050718.pdf)/[Substitute W-8BEN](https://ap-purchasing.fo.uiowa.edu/sites/ap-purchasing.fo.uiowa.edu/files/2020-03/w-8ben_051118.pdf) if any one of the following apply:
* The payment to the subject is greater than $100
* Cumulative payments to the subject will exceed $600 in a calendar year
* Subject is a non-resident alien

**Does your project involve** [**Export Controls**](https://dsp.research.uiowa.edu/export-controls-home)**?**

* *If yes, contact the Division of Sponsored Programs to develop a plan.*

**If awarded, would your project require new or expanded space?**

* *If yes, you need to meet with the departmental administrator to discuss space needs as space is an expensive and finite resource.*

**If awarded, does your project involve the purchase of new equipment?**

* *If yes, you need to meet with the departmental administrator to discuss location, maintenance, and compliance.*