Grant Proposal Submission Process and Responsibilities

1. INITIAL REVIEW
   (including pre-proposals)
   - Principal Investigator
     Consult with his or her mentor and the Department Chair regarding proposed project. These conversations should include discussions about the proposed project's potential impacts, with special attention to the following:
     - UF/Department Strategic Plan,
     - Faculty Workloads,
     - Facilities/Equipment
     - IT/Data/Programming Needs,
     - Cost Share/Match Requirements,
     - Indirect/Cost Recovery (F&A)
     - IRB and/or IACUC Considerations
     - And
   - Department Chair
     Provides feedback to Principal Investigator regarding the proposed project.
   - If a pre-proposal or letter of intent is required, the PI sends it directly to the funding agency and provides a courtesy copy to the Grants Team and Division of Sponsored Programs
     - UNLESS a Grants.gov or NSF Fastlane submittal is required. Then, the PI or Research Coordinator submits the materials to the Grants Team allowing 2 business days for submission.
     - (signature routing is not required for pre-proposals)

2. PROPOSAL DEVELOPMENT
   - PI/Research Coordinator
     Begins the proposal development process, including:
     - Complete the Grant Preparation Form (required)
     - Emails the Grants Team to ensure the proposal submission is added to the submission/tracking log. (required)
     - Forwards the funding agency's RFP to the Grants Team (required)
     - Seek guidance/assistance from the Grants Team for salary and staff needs (required)
     - Upon completion/submission of the Grant Preparation Form a face to face meeting will be scheduled to discuss project/budgetary needs by the grants team & Assists with the development/collection of proposal documents that may include but are not limited to:
       - Budgets
       - Budget Justifications
       - Scopes Of Work
       - Deliverable Schedules
       - Payment Terms
       - Letters of Support
       - Letters of Intent (consortiums)
       - Conflict of Interest Forms
       - Other Support Forms
       - Biosketches/CV's
     - Reviews, creates finalized proposal in UFirst, uploads all final package documents; routes for PI/Chair approvals (3 days)
     - Grants Team
     - Department Chair
     - Reviews, approves proposal in UFirst, routes back to Grants Team (3 days)
     - COM-RAC
     - Reviews, approves proposal in UFirst for completeness and compliance prior to submitting to UF DSP (3 days)
     - COM-RAC submits to DSP for review/approval
     - UF DSP
     - Reviews full proposal for completeness and compliance prior to submitting to funding agency. (2 days)

3. FINAL REVIEW
   Proposals must be submitted to the Grants Team/Chair no less than 11 business days prior to the funding agency submission deadline. (mandatory)