

## Timeline/Guideline for Grant Application Submissions

### College of Nursing & Health Sciences, University of Massachusetts Dartmouth

To ensure that faculty prepare the best possible grant applications to funding agencies, the following guideline for College of Nursing & Health Sciences (CNHS), in coordination with Sponsored Programs Administration (SPA)/Office of Corporate & Foundation Relations (i.e., Foundation Office), outlines the timeline for the submission process.

Target dates	Prior to due date*
Identify grant opportunity & due date	2-3 months or earlier when possible
Contact CNHS Assoc. Dean (AD) for Research & discuss plan and timeline	1-2 months
Contact SPA, CON Dean & Dept. Chairs re: intent to submit (after consulting AD)	4-6 weeks
Submit for Internal Review /Revision to CNHS AD for Research	4-6 weeks
Work with SPA. Or Development/Foundation Office and CNHS AD for Research to develop budget	4 weeks
Submit revised application & obtain approval from CNHS AD for Research to seek signatures via Proposal Routing Form (PRF)	3-4 weeks
Seek signatures/approvals via PRF, and letters of support	2 weeks
Submit before due date to SPA/Foundation Office	1 week (minimum of 3-5 business days)
Work with SPA/Foundation Office to submit before/by due date	1 week up to due date

*\*For adjustments to the timeline, please consult with CNHS AD. Contact for SPA is Megan Hennessey-Green; Contact for Foundations is Ben Jones*

This guideline maps out the basic timeline for grant application submissions. ***New areas of investigation and novice investigators will require more time*** at each step to prepare competitive applications. ***A sub-contract with another institution also requires more time.*** The goal is success. To achieve it, you need critique, revision, and internal consultation with adequate time for each step.

8/18/21 updated jah