**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.

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