

Proposed Grant Proposal Services by SPH Office of Research Services (SPH ORS)

PI contacts SPH ORS regarding proposal submission using proposal service request form. Specific services for grant proposal development are selected (full service or “menu options”). Copy of RFP or URL provided to SPH ORS re: grant requirements

Preliminary meeting date with SPH ORS is set-up to discuss grant specifics.

PI determines if peer review of his/her grant and biostatistical assistance desired.

IF Peer Review and/or biostatistical assistance are Requested

SPH ORS matches PI’s interest with grant reviewers and schedules meetings for reviewers, (**Recommendation: Identify peer review team or biostatistician 6 weeks prior to sponsor deadline (2-3 weeks needed for finalizing review outcome).**)

No grant review requested.

Proposal Preparation Meeting with SPH ORS

Grant and budget requirements, including draft budget, are discussed based on requested services .

PI and SPH ORS mutually agree on target due dates for when specific grant information will be provided to SPH ORS and when budget information will be provided to PI.

Topical information for discussion may include collection of biosketches, letters of support, scanning needs, table development, collaboration with other departments/units/colleges and sponsor forms.

PI reviews preliminary budget and budget justification developed by SPH ORS (within 4 business days of proposal meeting). PI refines SPH Resources & Environment template modified by SPH ORS.

Grant Formatting (Suggest 2 weeks prior to sponsor deadline)

PI provides final text content electronically in Microsoft Word file to SPH ORS to format on sponsor pages. (Special arrangements are required for Word Perfect or MacIntosh format.)

Images are either provided electronically in separate folder with instructions on where to insert images or PI provides documents or images to be scanned.

SPH ORS formats text and tables.

PAF Process (5 business days for hard copies; 9 days for electronic submissions prior to sponsor deadline)

Upon PI approval, abstract, final budget, and budget justification, PAF is completed and signatures are obtained from necessary individuals.

PAF is submitted to UIC ORS for 2-3 day business day turnaround (per UIC ORS recommendations)

Grant Assembling (2 days prior to sponsor deadline for hard copies; 7 days for electronic submissions)

Grant packet is assembled by SPH ORS. PI checks final packet. SPH ORS sends or uploads to OVCR.

Budget revisions done by SPH ORS per sponsor requests.

Hand-off to unit with account or anticipation account set-up once notice of award is received or expected (e.g. pink sheet or other notification). The hand-off to units will also include a budget report template developed by the SPH Data group.