

**UMass Worcester
Graduate School of Nursing**

Research Grant Application Process Planning Tool

Project Title	
Principal Investigator	
Type of Grant	
Due Date	

Event / Action	Suggested Deadline*
<ul style="list-style-type: none"> • Start literature search and retrieval. • Define/specify variables of concern. • Narrow focus on problem of interest; articulate research questions. 	8 months prior
<ul style="list-style-type: none"> • Preliminary meeting with the Associate Dean for Research to plan application and support. • Network with faculty with related interests. • Refine and organize literature review. • Investigate possible appropriate funding sources. <p>➤Carefully review deadlines for application development/assembly.</p>	6 months
<ul style="list-style-type: none"> • Complete literature research and synthesis. • Write 2 page concept paper outlining project significance, long-term goals, specific aims, population(s), methods, and tentative time line. <ul style="list-style-type: none"> ○ This will save time later when you contact potential consultants, ask for letters of support, communicate with program officer or contact potential data collection sites. • Get peer reaction/consultation. 	5 months
<ul style="list-style-type: none"> • Meet with the Associate Dean for Research, your immediate supervisor and research administrative support person (Rachael) to discuss progress and time line. • Assemble investigator team and develop roles. • Meet with Biostatistician, if necessary, regarding analysis and/or plan for analysis. • Begin process of identifying 3-4 well-known experts in content and methods area as potential proposal reviewers and/or consultants. • If subcontracts are anticipated, begin working with potential sites to determine viability. • Start developing a rough draft of the budget – consult research admin early in the process. • Start writing the body of the grant as specified by funding agency. • Contact funding agency representative if not already done. Send concept paper and refined aims if requested. • Meet with department administrator and research admin regarding budget. 	4 months
<ul style="list-style-type: none"> • If you have made arrangements for external review of grant, send it out now. • Select and obtain agreement from consultants: <ol style="list-style-type: none"> 1) Discuss roles, responsibilities, and level of support. 2) Solicit letter of support and biosketch, or information to construct one • Continue revisions on draft proposal. • Set up mock review timeline with research admin. • Collect letters of support/agreement from agencies and consultants as appropriate (work with research admin). • Complete draft of detailed budget and the budget justification. 	3 months

Event / Action	Suggested Deadline*						
<ul style="list-style-type: none"> • Draft IRB proposal. • Check with Danielle Pichette in Office of Human Subjects, as necessary, if HIPPA applies. • Deadline for all CVs that need to be converted to bio sketch format/template. • Revise research plan on the basis of external review comment. • Work with Dean concerning her letter of support for the grant. ➤ Make sure you are scheduled for Internal Mock Review. (Reviewers need document 1 week ahead and you need to go through Mock Review at least one month prior to grant submission)¹ 	2 months						
<ul style="list-style-type: none"> • Write abstract. • Finalize title and final changes to personnel. • Finalize grant narrative on basis of internal and external review feedback. • Finalize budget and budget narrative with research admin. • If working with subcontracts, collect necessary paperwork from subs. • Submit draft to Associate Dean for Research (who needs to sign off on every research grant). • Collect and format material for appendices. • Add agency/other site information to resources boilerplate document and tailor to fit project. • Submit draft to Dean (who must also sign off on every grant and schedule time for her to sign transmittal forms. • Mock Review. 	1 month						
<ul style="list-style-type: none"> • Complete final version of proposal including all sections. • All biosketches due to Research Admin for formatting and URL search. 	3 weeks prior						
<ul style="list-style-type: none"> • Finalize budget spreadsheet. • Word for word proofing by clean eye. (RA, colleague or consultant). • Write cover letter on letterhead. • Obtain necessary signatures on transmittal form. 	2 weeks prior						
<ul style="list-style-type: none"> • Material due to Office of Research: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">✓ Transmittal Form</td> <td style="width: 50%;">✓ Conflict of Interest Summary Disclosure</td> </tr> <tr> <td>✓ Face Page</td> <td>✓ Budget Justification</td> </tr> <tr> <td>✓ Detailed Budget</td> <td></td> </tr> </table> 	✓ Transmittal Form	✓ Conflict of Interest Summary Disclosure	✓ Face Page	✓ Budget Justification	✓ Detailed Budget		5 working days prior
✓ Transmittal Form	✓ Conflict of Interest Summary Disclosure						
✓ Face Page	✓ Budget Justification						
✓ Detailed Budget							
<ul style="list-style-type: none"> • PI make final check of all components to application. 	4 days prior						
<ul style="list-style-type: none"> • Paper submission: Final copy due to research admin. • Electronic submission: Final file due to Office of Research. 	2 working days prior						

*Suggested deadlines are subject to negotiation with the Dean, based on advance timing of grant opportunity, experience of the investigator, availability of resources, among other factors.

¹ All grants are expected to go through the GSN Mock Review unless a special exemption has been granted from the RAC Chairperson.

