

**GRANT PROPOSAL SUBMISSION INTENTION
DUE 6 WEEKS PRIOR TO GRANT PROPOSAL SPONSOR DEADLINE**

NAME

DEPARTMENT/SCHOOL OF NURSING

Phone

SPONSOR

Due date

Receipt

Postmark

PLEASE ATTACH SPONSOR DIRECTIONS (also RFA/RFP if available) and/or PROVIDE URL/Website here:

(please print clearly). The grants manager will become familiar with the format and requirements to assist you with the completed proposals.

If you cannot place the "X" in the box, double click the box and change your default setting to "checked".

	YES	NO
Are you using Human Subjects? If you will claim an exemption status from the IRB (see http://www.umass.edu/research/comply/humancomp.html) check here <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you require help to develop a budget? If Yes, Linda will assist you.	<input type="checkbox"/>	<input type="checkbox"/>
Will you require assistance with locating or assigning costs to budget items for equipment or supplies? If Yes, we will alert Tracy Holhut that you will be contacting her so that you will be in the queue.	<input type="checkbox"/>	<input type="checkbox"/>
Do you require development or review of a plan for data management and statistical analysis? If Yes, we will alert the biostatistical consulting group, who will contact you to assess your needs and assign a statistician to work with you.	<input type="checkbox"/>	<input type="checkbox"/>
Would you like to request an outside expert review? If Yes, your proposal text would need to be completed 8 weeks prior to the submission deadline. We will work with you to solicit an outside reviewer and send the proposal out for review.	<input type="checkbox"/>	<input type="checkbox"/>
Do you require help obtaining supporting letters or letters of collaboration (e.g. from agencies, consultants, Dean)? If Yes, we will assist you with getting these letters	<input type="checkbox"/>	<input type="checkbox"/>
Will there be subcontracts?	<input type="checkbox"/>	<input type="checkbox"/>

SEE NEXT PAGE for Guidance on Deadlines.

DEADLINES

Prior to the sponsor due date:

Four Weeks	A list of material (biosketches, lab facilities, etc., with appropriate contact information) that you would like us to acquire for you
Ten Days	All elements of the proposal (you may come over and replace pages up to 5 days). The grants manager will prepare the IPF and obtain signatures.
Five (Working) Days	The grants manager will submit the proposal to OGCA *

* See OGCA web page: <http://www.umass.edu/research/ogca/proceeds/pimemo.htm> for their procedures

Working with these guidelines, the SON SPHHS Grants Office is eager to serve the needs of faculty investigators in the development and submission of grant proposals. All investigators are encouraged to contact the SON/SPHHS Grants office as soon as they are committed to a submission deadline.

I look forward to working with you.

Linda Downs-Bembury
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