

GIM Grant Submission Timeline					
		ELECTRONIC		PAPER	
Due Date	Time	Standard submissions	PPG/Center/Training	Standard submissions	PPG/Center/Training
	8 weeks		Notify RSA of intention to submit grant and identify admin assistant		Notify RSA of intention to submit grant and identify admin assistant
	6 weeks	Notify RSA of intention to submit grant and identify admin assistant	Meet with RSA and receive GIM checklist and GIM budget worksheet	Notify RSA of intention to submit grant and identify admin assistant	Meet with RSA and receive GIM checklist and GIM budget worksheet
	5 weeks		PI will determine collaborators and notify all involved parties of hardstop on 9th business day		PI will determine collaborators and notify all involved of hard stop on 9th business day
	4 weeks	Meet with RSA and receive GIM checklist and GIM budget worksheet	PI returns draft budget (If subcontracts involved, RSA will serve as liaison to retrieve required documents)	Meet with RSA and receive GIM checklist and GIM budget worksheet	PI returns draft budget (If subcontracts involved, RSA will serve as liaison to retrieve required documents)
	3 weeks	PI will complete and return GIM worksheet budget as a rough draft, admin will send full files of biosketches to RSA	PI finalizes budget and sends to RSA, admin sends full files of biosketches to RSA	PI will complete and return GIM worksheet budget as a rough draft, admin will send full files of biosketches to RSA	PI finalizes budget and sends to RSA, admin sends full files of biosketches to RSA
	10 business days		RSA will ensure that all information is received from subcontract site (if applicable)		RSA will ensure that all information is received from subcontract site (if applicable)
	9 business days	RSA will upload budget and bios into COEUS	RSA will upload budget and bios into COEUS	RSA will upload budget and bios into COEUS	RSA will upload budget and bios into COEUS
	7 business days	Science & other required documentation due to RSA by 2 p.m.	Science & other required documentation due to RSA by 2 p.m.	Draft Science & other required documentation due to RSA by 2 p.m.	Draft Science & other required documentation due to RSA by 2 p.m.
	6 business days - 7 a.m.	PI should upload completed science by 7 a.m. and review entire application for accuracy	PI should upload completed science by 7 a.m. and review entire application for accuracy	RSA will forward grant package to DOM for review	RSA will forward grant package to DOM for review
	5th - 4th business	DOM reviews grant	DOM reviews grant	DOM reviews grant	DOM reviews grant
	3rd - last business day	ORA reviews and requests revisions if necessary	ORA reviews and requests revisions if necessary	ORA reviews grant and notifies department of approval. RSA will pick up approved grant package, confirming that the PI has inserted the FINAL science portion, and send to sponsor	ORA reviews grant and notifies department of approval. RSA will pick up approved grant package, confirming that the PI has inserted the FINAL science portion, and send to sponsor
	SUBMISSION DATE	ORA submits grant application	ORA submits grant application	Confirm that package has been delivered to sponsor	Confirm that package has been delivered to sponsor
	1-2 business day after submission	2 day window to resubmit if application if application is rejected by GRANTS.gov	2 day window to resubmit if application if application is rejected by GRANTS.gov		

Principal Investigator:

Grant Name/Number:

Type of Grant (circle): Electronic vs Paper Standard vs PPG/Center/Training

Analyst Name:

Admin Assistant Who Will Collect/Check Biosketches:

GIM Grant Timeline v1(May2010)