

Checklist of Grant Proposal Assistance Requested from UF Office of Research Division of Research Program Development (DRPD)

From PI: _____ Sponsor & FOA#: _____

Use this checklist to indicate what services you are interested in requesting from DRPD for your grant proposal. Exact delivery dates of services will be determined after initial consultation and will be customized as needed.

Development of grant proposal timeline

- Typical timeline: to be completed by DRPD in the week following the initial consultation meeting.

Development of full checklist/outline of items required by the solicitation with relevant review criteria (if appropriate)

- Typical timeline: to be completed by DRPD in the week following the initial consultation meeting.

DRPD to provide the following services for all investigators, including those at subaward institutions:

- Biosketches – PI/Unit Admin to provide full list of faculty, with contact details, to DRPD
- Current & pending support document,
- Conflict of interest information, and/or
- Other standard documents to be discussed during initial consultation
- Typical timeline: DRPD will begin collecting ASAP, after introduction to the team via email, with the goal of having all documents collected, formatted, and out for final review/updates by investigators 2 weeks prior to submission.

DRPD to compile Conflict of Interest information as required by the solicitation/agency

- Typical timeline: once faculty have provided this information, this is generally completed 3-4 weeks prior to the due date for final checks.

DRPD to provide clean organizational chart or other simple chart-type graphics

- Typical timeline: beginning 1-2 weeks after initial consultation, PI will provide a draft; DRPD will provide a clean copy of the chart(s) within approximately one week.

Additional/more detailed graphics assistance (figures, logos, etc.)

- Typical timeline: To ensure access to the shared time of the graphic designer, needs should be assessed by the PI within 1-2 weeks after initial consultation. With advance warning of when drafts/instructions will be submitted, graphics can typically be turned around within one week. Graphics should be finalized by 2-3 weeks prior to the submission date.

DRPD to gather information for administrative portions of the grant (such as boilerplate text for resources & facilities sections)

- Typical timeline: DRPD will generally provide this information no later than 4 weeks prior to the submission date.

Proposal draft editorial review by DRPD staff

- Typical timeline: DRPD receives complete draft proposal 2-3 weeks prior to deadline and returns comments within a week.

DRPD coordinates scientific review of proposal draft

- Typical timeline: PI to provide some potential reviewers (at UF or elsewhere) within 1-2 weeks of initial consultation; DRPD confirms their participation in the week following; DRPD receives draft proposal 2-3 weeks prior to deadline and solicits comments from reviewers to return to PI within a week.

DRPD to request early budget check by DSP for compliance

- Typical timeline: To use this service, budget should be finalized in UFIRST and ready for DSP to check no later than three weeks prior to the deadline. Unit to enter into UFIRST and initiate college/department level for approvals after this check no later than 10 working days before submission.

Email completed form to Dr. Sobha Jaishankar at: sjaishan@ufl.edu