

## Grant Proposal Assistance Requested from the UF Division of Research Program Development

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Use this checklist to indicate what services you are interested in from the Division of Research Program Development (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 development timeline and full checklist/outline of items required by the solicitation with relevant review criteria
  - Typical timeline: to be completed by DRPD in the week following the initial consultation meeting
  
- DRPD to collect, check, and format biosketches, current & pending support document, conflict of interest information, and/or other standard documents to be discussed during initial consultation for all investigators
  - 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 by one 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 draft 2-3 weeks prior to deadline and returns comments within a week

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- ❑ DRPD coordinates scientific review of proposal draft
  - Typical timeline: PI suggests 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 2-3 weeks prior to deadline and solicits comments from reviewers to return to PI within a week
  
- ❑ Early budget check by DSP for compliance
  - Typical timeline: To use this service, budget should be finalized and ready for checking no later than two weeks prior to the deadline, so that DSP may check the budget for issues and begin circulation at the college/department level for approvals after this check no later than 10 days before submission