

Checklist of Grant Proposal Assistance Requested from UF | Research - Research Development

From PI: _____ Sponsor & FOA#: _____

Use this checklist to indicate what services you are interested in requesting from RD 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 RD 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 RD in the week following the initial consultation meeting.

- RD 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; RD 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.

- RD to gather information for administrative portions of the grant (such as boilerplate text for resources & facilities sections)
 - Typical timeline: RD will generally provide this information no later than 4 weeks prior to the submission date.

- Proposal draft editorial review by RD staff
 - Typical timeline: RD receives complete draft proposal 2-3 weeks prior to deadline and returns comments within a week.

- RD 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; RD confirms their participation in the week following; RD receives draft proposal 2-3 weeks prior to deadline and solicits comments from reviewers to return to PI within a week.

- RD 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