**Department of Anesthesiology**

**Timeline for Grant Submissions**

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| Following these guidelines will assist us in helping you with the preparation of your grant application. They provide us with sufficient time to give your proposal a full review and afford you the opportunity to make changes based on that review. If you do not provide sufficient time, your proposal may not receive the review it deserves, resulting in a submission with errors that may lead to the proposal being returned without review or rejected for funding.  This process is required for ***all submissions***, whether Federal or non-Federal. The VUMC Office of Sponsored Programs (OSP) must review all grants prior to submission even if an authorized institutional signature is not required. ***The only exceptions to this requirement are internal grants, such as VICTr and DRTC, etc. However, the Anesthesiology Research Office must have copies of all internal grant submissions on file.***  In some cases, federal agencies and other funding institutions release funding opportunities on short notice, with compressed submission deadlines. Those situations make it impossible for investigators to follow the guidelines listed here. In those situations, please contact Edward Sherwood ([edward.r.sherwood@vumc.org](mailto:edward.r.sherwood@vumc.org)) and Kristie Lee ([kristie.lee@vumc.org](mailto:kristie.lee@vumc.org)) to discuss modification of the timeline requirements.  The below listed time periods are the **minimum numbers of days for document submission**. ***Failure to adhere to these guidelines could result in your grant not being processed and/or submitted to sponsor***. | |
| **90 days or more prior to sponsor’s deadline** | **ALL MENTORED GRANTS** such as FAER, IARS, Federal K and internal K (VFRS/VCTS) Grants must be vetted by the Anesthesiology Research Executive Committee (AREC) at least 90 days prior to the sponsor deadline to receive approval for submission. Your submission to AREC must include the following documents:  *Title, Type of Award, Draft of Specific Aims, Mentorship Plan and/or list of Mentorship Team members*  Submit all grant proposals to Christine Goldsberry ([christine.goldsberry@vumc.org](mailto:christine.goldsberry@vumc.org) ) or Kristie Lee ([kristie.lee@vumc.org](mailto:kristie.lee@vumc.org)) |
| **60 days or more prior to sponsor's deadline (as soon as you are aware you are submitting a grant proposal)** | Notify Department Research Grants Manager (Christine Goldsberry: [christine.goldsberry@vumc.org](mailto:christine.goldsberry@vumc.org) ) and Business Manager (Kristie Lee [kristie.lee@vumc.org](mailto:kristie.lee@vumc.org) ) of your intent to submit a grant proposal. Include the Funding Opportunity Announcement when you initiate this process. This will allow the grants manager to review the FOA and develop a ***Grants Process Schedule*** that is specifically tailored to your proposal and meets the VUMC Office of Sponsored Programs’ internal deadline as well as the sponsor due date. |
| **30 days prior to sponsor's deadline** | Provide Grants Manager with Round 1 of the ***Grant Process Schedule.*** This includes Grant title, list of key personnel, proposal effort, draft budget (the grants manager will assist in developing the budget as needed) and other documents identified in the ***Grant Process Schedule.***  If subcontracts are included in the proposal, please let the grants manager know as soon as possible, but at least 30 days prior to proposal due date. This ensures a sufficient amount of time for the subcontract institutions to submit proposals and receive approvals from their institutional signing officials and is required prior to finalization of our budget. |
| **15** **business days** prior to sponsor's deadline | Provide Grants Manager with FINAL Budget and Budget Justification and all documents associated with Round 2 of ***Grant Process Schedule.*** Most of these documents can be in draft form, (specific aims, research strategy, human subjects documents, letters of support, facilities and resources, multiple PD/PI leadership plan if applicable, etc.) however **the narrative and project summary should be final**. We will use this time to review your documents for compliance with sponsor requirements. |
| 5 business days prior to the sponsor's deadline | **Grant applications are due to OSP for review and approval five (5) business days prior to the stated agency/sponsor submission deadline.**  **(This means it must be routed and approved by all participating VUMC departments prior to the 5 business day deadline. Submitting your documents early ensures that everyone has time to review and approve prior to the OSP deadline)**  The requested deadline for actual submission to the funding agency is two (2) business days prior to the stated agency deadline, allowing OSP three (3) business days to complete a review.  This five-business-day rule allows for total review and institutional approval of all proposals prior to submission and provides ample time for investigators to review the submitted application online for accuracy and/or submit changed/corrected applications prior to the actual agency deadline. Please be advised that applications are reviewed in the order they are received. **We cannot guarantee that an application received outside of the stipulated review window will be submitted.** |
| 0-5 business days prior to sponsor's deadline | Be available via email or phone to make revisions upon the Office of Sponsored Projects’ review.  After OSP has approved your proposal, be available to upload final documents, review full proposal and submit to sponsor. |