

College of Medicine Grant Proposal Internal Policy

Effective 1/1/18, proposal submissions for grants, contracts, subcontracts, and fellowships must comply with the grant proposal internal policy outlined below. This policy is necessary to ensure adequate review and timely approval of all proposals prior to submission to the Division of Research/Sponsored Programs.

Timeline

Due Date	Task
20 business days before sponsor due date (required)	Send email to Melanie Weiss with the following information: Solicitation, Funding Agency, Due Date, Role on Project, College submitting proposal.
8 business days before sponsor due date (optional)	Send close to final Aims and Research Strategy to Melanie Weiss if you would like scientific feedback.
5 business days before sponsor due date (required)	DoR Policy: All proposals must be received via the GrantsERA portal no later than five (5) business days before the sponsor due date. All documents should be final except the research plan, which can be in draft form.
2 business days before sponsor due date (required)	All documents in GrantsERA must be final at this time.

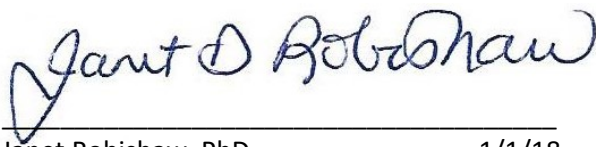
We need to be informed at the 20 business day mark no matter your role on the project (PI, multi-PI, Co-Investigator, etc.) and no matter if the proposal is being submitted via COM or another College.

Melanie can assist with the form pages of the application (in grantsERA and ASSIST if you would like assistance) and the Finance Office can assist with preparing the budget.

If your solicitation limits the number of proposals that can be submitted from FAU, please contact the Division of Research to request permission to submit in addition to notifying us of your intent to submit a proposal.

Failure to follow this policy may result in your proposal not being thoroughly reviewed and/or not being submitted to the sponsor. The College of Medicine Grant Proposal Internal Policy will be reviewed annually and updated on an as needed basis.

Policy Approval



Janet Robishaw, PhD
1/1/18
Professor and Chair, Department of Biomedical Science
Interim Senior Associate Dean for Research
Charles E. Schmidt College of Medicine