Grant Application Process Responsibilities & Timetable

Timeframe	Principal Investigator Responsibilities	OSPAR Responsibilities
~ 30 days before Sponsor deadline	1. Notify Office of Sponsored Programs and Research (OSPAR) about intent to apply to funding opportunity 2. Discuss intended application, as appropriate, with program official, department chair, associate dean and/or dean.	1. Adds proposal to list of planned submissions. 2. Obtains and reviews sponsor submission criteria. 3. Alerts PI of application requirements and required documentation. 4. Registers with and previews sponsor systems.
~ 21 days before deadline	1. Provide OSPAR with details for Initial Budget. 2. Identify all Co-PIs, collaborators, subcontractors and consultants. 3. Provide sponsored project office (SPO) Contact information for subcontractors to OSPAR. 4. Notify prospective subcontractors and consultants of the timeline and required deliverables.	1. Develops budget in proper format. 2. Begins to draft budget justification and current and pending support. 3. Requests materials from subcontract institutions. 4. Provides PI with a list of required materials for consultants.
10 business days before deadline	1. Submit complete First Draft of proposal to OSPAR. *Minimum 1ˢᵗ draft requirements:* • *Detailed budget & budget justification* • *Biographical sketches of key personnel (if applicable)* • *Abstract, specific aims or scope of work* 2. Ensure collaborators, subcontractors and consultants have submitted their required documentation to OSPAR.	1. OSPAR reviews and returns first draft with comments regarding compliance, technical issues and other required documentation. 2. Works to finalize budget and budget justification.
5 business days before deadline	1. Upload documents and complete all forms on sponsor portal if applicable. 2. Submit complete Final Draft to OSPAR. *A Final Draft is a substantially complete, collated application containing **all** required components and formatted according to sponsor requirements.*	1. OSPAR reviews final documents. 2. OSPAR returns final draft and budget to PI for final changes and approval.
~ 3-4 business days before deadline	1. Update final draft & budget based on OSPAR comments. 2. Forward completed revisions to OSPAR.	1. OSPAR confirms changes. 2. OSPAR sends approved Data Sheet and Financial Conflict of Interest (FCOI) Forms to PI.
~ 2-3 business days before deadline	1. PI and Co-PI sign Data Sheet first, then route it to their Chair(s) for signature. 2. After PI and Co-PI(s) receive their Chair's approval they route the Data Sheet to their Dean for signature. 3. PI and Co-PI(s) send their signed Data Sheets and FCOI forms back to OSPAR.	OSPAR routes the application for administrative approvals which could include: 1. Vice President for Health Sciences & Medical Affairs (NYITCOM, School of Health Professions, and Global Health submissions) 2. Associate Provost (Academic Affairs) 3. Senior Director, Grants (OSPAR) 4. Director, Grants (Financial Affairs) 5. VP of Finance & Operations (only for proposals with Facilities changes and capital projects) 6. President (non-Academic Proposals)*
Deadline	1. Under special circumstances, PI would submit <u>after</u> receiving clearance from OSPAR. 2. Forward complete copy of submission and any follow-up correspondence to OSPAR.	1. OSPAR submits application to the sponsor. 2. Routes any confirmation or follow-up correspondence to PI.

A "business day" is defined as Monday to Friday from the hours of 9:00 a.m. to 5:00 p.m., and does not include weekends and holidays

* *Additional time should be budgeted when President's approval is required.*

OSPAR CANNOT ENSURE ON-TIME SUBMISSION IF THESE INTERNAL DEADLINES ARE NOT MET.