

**Office of Research  
Full Service Support**

The Office of Research (OoR) provides wrap-around services to assist investigators.

Working ahead of these dates is **STRONGLY** recommended.

All deadlines are calculated based on grant submission deadline

	Target Dates (determined after initial meeting):	
Lead Time:		
Immediate		Please provide as soon as possible: <ul style="list-style-type: none"> <li>&gt; Link to Sponsor application guidelines</li> <li>&gt; Project dates</li> <li>&gt; Project title</li> <li>&gt; Key personnel</li> <li>&gt; Bios for key personnel</li> </ul>
STEP 1	2 months	<p><b>Initial meeting with OoR Grant Specialist</b></p> <ul style="list-style-type: none"> <li>&gt; Discuss overall plans (including subcontract needs)</li> <li>&gt; Review sponsor's application specifications, emphasis on F&amp;A</li> <li>&gt; Discuss budget issues, emphasis on F&amp;A, cost share</li> <li>&gt; Set meetings for inputs and review, per this timeline</li> <li>&gt; PI presents grants specialist with grant announcement and guidelines</li> <li>&gt; Consult with BioStats if necessary</li> </ul>
STEP 2	1 month	<p><b>Review issues and available inputs</b></p> <ul style="list-style-type: none"> <li>&gt; Review preliminary budget; identify follow-up issues</li> <li>&gt; Grants specialist needs key personnel list and roles and effort at this point</li> <li>&gt; Review project issues</li> <li>&gt; Biosketches for all key personnel <u>must</u> be received</li> <li>&gt; Request Effort and Reporting and Other Support from Compliance</li> <li>&gt; Other inputs that could be available for review at this point on the timeline</li> </ul>
STEP 3	11 work days	<p><b>Finalize budget; begin assembly of application package</b></p> <ul style="list-style-type: none"> <li>&gt; Conflict of interest</li> <li>&gt; Other support</li> <li>&gt; Finalize budget with grants specialist; submit budget justification</li> <li>&gt; Submit electronic files to grants specialist: abstract, research plan, resources (draft acceptable)</li> <li>&gt; Submit appendix materials to grants specialist</li> </ul>
STEP 4	11 work days	<p><b>Grants specialist circulates packet to involved Centers &amp; Department Chairs:</b></p> <ul style="list-style-type: none"> <li>&gt; Obtain signoff for application and budget</li> <li>&gt; Obtain signoff for cost share (donated effort, etc.)</li> </ul>
STEP 5	11 work days	<p><b>Grants specialist circulates packet for budget approval and signature from Associate Dean for Research</b></p>
STEP 6	10 work days	<p><b>Application packet sent to RI-Kansas City</b></p> <ul style="list-style-type: none"> <li>&gt; Internal review, adjustments, &amp; approval. Research plan can still be in draft form at this point</li> </ul>
STEP 7	5 work days	<p><b>All files (text, attachments) must be finalized and submitted to grants specialist by 5</b></p> <ul style="list-style-type: none"> <li>&gt; PI does final review to ensure all sections of the application are complete</li> <li>&gt; The grants specialist will do final pagination, etc. at this point</li> <li>&gt; Research plan needs to be finalized at this point</li> </ul>
STEP 8		<p><b>SUBMISSION</b></p>

Links to policy documents that support these steps and protocols:

[Routing form](#)

[F&A policy memo](#)

[Budget template](#)

[Cost share policy memo](#)

[Deadline policy memo](#)

[RI's Colleges and Universities rate agreement](#)

[Frequently Requested information](#)

[Biostatistical Consulting Form](#)

Contact the Office of Research Grants Specialist:  
Ashley Hervey, 316-293-1817, [ahervey@kumc.edu](mailto:ahervey@kumc.edu)

## Self Service

The Office of Research does NOT provide wrap-around services to assist investigators in the preparation of the application, except for budgetary oversight

Working ahead of the suggested timeline below is STRONGLY recommended

Data entry in Cayuse is the responsibility of the PI and/or Department Administrator

Please meet with the grants specialist to discuss budget issues and grant announcement PRIOR to 11 days before deadline

Please provide the following resources to the grants specialist as soon as possible, and no later than 11 days before deadline:

- > Link to Sponsor application guidelines
- > Project dates
- > Project title
- > Key personnel, roles and effort
- > Bios for key personnel
- > preliminary budget

Links to policy documents that support these steps and protocols:

- [Routing form](#)
- [F&A policy memo](#)
- [Budget template](#)
- [Cost share policy memo](#)
- [Deadline policy memo](#)
- [RI's Colleges and Universities rate agreement](#)
- [Frequently Requested information](#)
- [Biostatistical Consulting Form](#)

Budget must be submitted to the grants specialist for review 5 DAYS before deadline

Per OoR policy, any grant submitted later than 5 DAYS before deadline requires a

Late Submission Exemption Form and appropriate signatures

[Late Submission Exemption Form](#)

Suggested timeline:

STEP 1 2 months

- > Discuss overall plans (including subcontract needs)
- > Review sponsor's application specifications, emphasis on F&A
- > Discuss budget issues, emphasis on F&A, cost share
- > Consult with BioStats if necessary

STEP 2 1 month

- > Review preliminary budget; identify follow-up issues
- > key personnel list, biosketches, roles and effort
- > Review project issues
- > Request Effort and Reporting and Other Support from Compliance
- > Other inputs that could be available for review at this point on the timeline

STEP 3 11 work days

- > **Begin assembly of application package**
- > Conflict of interest
- > Other support
- > budget justification
- > Submit electronic files to Cayuse

STEP 4 11 work days

**Grants specialist circulates packet to involved Centers & Department Chairs:**

- > Obtain signoff for application and budget

- > Obtain signoff for cost share (donated effort, etc.)

STEP 5 11 work days

**Grants specialist circulates packet for budget approval and signature from Associate Dean for Research**

STEP 6 10 work days

**Application packet sent to Research Institute**

- > Internal review, adjustments, & approval. Research plan can still be in draft form at this point

STEP 7 5 work days

**All files (text, attachments) must be finalized and submitted to the grants specialist by 5 p.m.**

- > PI does final review to ensure all sections of the application are complete
- > The grants specialist will do final pagination, etc. at this point
- > Research plan needs to be finalized at this point

STEP 8

SUBMISSION

Contact the Office of Research grants specialist:

Ashley Hervey, 316-293-1817, ahervey@kumc.edu