

## ORSP Grant Submission Timeline and Checklist

The Office of Research & Sponsored Programs (ORSP) can provide assistance with understanding sponsor or grant guidelines/requirements, budget preparation, arranging subcontracts and other collaborative agreements, and navigating internal process. If you have any questions, please contact Judi Ford at [juford@fgcu.edu](mailto:juford@fgcu.edu).

### Timeline

| Required Activity                                                                                                                                                                                                                                                                                                         | Target Due Date                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Initiate discussion with Direct Supervisor                                                                                                                                                                                                                                                                             | No later than 8-12 weeks before the submission deadline. Start the conversation sooner, rather than later.* Six to nine months is standard for NIH and Federal investigator initiated awards. RFAs sometimes have only 60 days for a response. |
| 2. If there is a need for <b>new or renovated space</b> , please discuss with your direct supervisor prior to proposal submission.                                                                                                                                                                                        | 30 days before submission deadline; notify direct supervisor and Associate Vice President for Research and Sponsored Programs                                                                                                                  |
| 3. Begin drafting budget in consultation with ORSP (Judi); share with all investigators and cc Judi; abstract, specific aims and public health impact provided to office of research. If there are subawards associated with project Judi needs to know at this point to get the Subrecipient Profile from each subaward. | 4 weeks before the submission deadline                                                                                                                                                                                                         |
| 4. Complete <a href="#">Financial Conflict of Interest (FCOI)</a> ; applies to all investigators (if applicable) See <a href="#">FCOI Decision Tree</a> .                                                                                                                                                                 | 2 weeks before the submission deadline (unless annual certification is on file)                                                                                                                                                                |
| 5. Work with Judi to prepare a draft narrative and budget to department chair for approval; a copy of budget is sent to chair and all investigators by Judi.                                                                                                                                                              | 10 business days before the submission deadline                                                                                                                                                                                                |
| 6. Prepare final proposal documents (Application)                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                |
| 7. Submit final version of proposal to ORSP; share with all investigators and cc Judi                                                                                                                                                                                                                                     | 3 business days before grant submission<br>* <b>Note:</b> If it includes subaward(s), then the due date is 10 business days prior to the 3-day deadline (14 business days total).                                                              |

*\*Certain funding notices can be on short notice, but always reach out to your **department chair** and do so as early as possible.*

The following checklist is intended to be used as a guide to assist you in the grant submission process:

**1. Initiate consultation with department chair**

Discuss the scope of proposal with department chair. Make sure to discuss the requirement for the following, if needed:

- a. Course release
- b. Staffing/hiring needs (FT, PT, GRA, etc.)
- c. Cost share (only if required by sponsor)
- d. Funder caps on indirect rates that fall below standard F&A rates.
- e. Space/facility needs

**2. Complete proposal submission form: [Proposal Submission Form](#)**

**You can submit this request independently, or with Judi. Mark all that may apply to your project:**

- a. URL to the solicitation or RFP
- b. List all collaborators (Co-PI's, faculty contributors, consultants, subrecipients, etc.) The following materials may be required:
  - 1) Name(s) of collaborator(s)
  - 2) Name(s) of collaborator(s) employer(s)
  - 3) Name and contact information of the grants officer at collaborator(s) institution
- c. Check all the applicable boxes in the online OSP form. To name a few:
  - 1) Need for space / facilities
  - 2) Clinical trial or not
  - 3) Mandatory cost sharing
  - 4) Course release or not
  - 5) [Animal subjects](#)
  - 6) [Export controls](#)
  - 7) [Foreign support](#)
  - 8) [Research Safety Committee](https://www.fgcu.edu/academics/research/RSC) (<https://www.fgcu.edu/academics/research/RSC>)
  - 9) [Human subjects\\*](#)

**\*NOTE: You must initiate IRB review separately via [FGCU IRB Application](#)** While some sponsors may require IRB and other approvals prior to proposal submission, most accept applications with approval pending. Review the guidelines / RFP (request for proposals) carefully!

**3. Begin drafting budget template and budget narrative**

Judi can help prepare the draft budget. Make sure all costs are appropriate to the program

- a. Use current [indirect \(F&A\)](#) and [Fringe Benefit](#) rates
- b. Peruse budget narratives from prior funded projects. In addition to justifying the resources you need for your project; the narrative can sometimes be another place to emphasize your research team's skills.
- c. If you need a specific piece of equipment for your project talk to Judi about naming the equipment in your narrative. Most equipment is procured through normal university processes, including obtaining bids.
- d. In cases with private sector funding, Judi can discuss with you how ORSP vs. FGCU Foundation might be involved.
- e. Forward draft budget to ORSP for review.

4. Complete [Financial Conflict of Interest \(FCOI\)](#). ALL members of the research team, including students, must have completed the COI certification prior to submission. If Significant Financial Interest (SFI) exists, a project specific FCOI must be submitted separately.
5. **Submit draft narrative and budget to department chair for approval**  
Make sure to inform department chair of any changes from the initial discussion.
6. **Prepare final proposal documents (if NIH, see the [NIH How to Apply Application Guide](#))**
  - a. Work closely with OSP to complete all necessary forms. We can help you locate samples:
    - 1) CV or NSF Biosketch ([NSF-Approved Formats for the Biographical Sketch](#)) or [NIH Biosketch Format Pages, Instructions and Samples](#)
    - 2) Facilities & Other Resources
    - 3) Data Management Plans
    - 4) Budget Narrative
    - 5) Human subjects if applicable; even if you are using a de-identified data base, you need to answer the questions completely
    - 6) Letter of Commitment from each collaborator
    - 7) Letter of Support from collaborator's institution (if required)
    - 8) [Multi-PI plans](#) (if required)
    - 9) Scope of Work to be performed
    - 10) Biographical sketch(es) of collaborator(s)
    - 11) Budget agreements
  - b. Restrictions on the number of pages, font size, margin size, and all of the required formatting/forms ARE taken seriously. If these specifications are not adhered to, the proposal can be returned without review.
7. **Submit final version of proposal to ORSP**

The Florida Gulf Coast University proposal submission policy (coming soon) requires that all proposals must be received by the Office of Research & Sponsored Programs (ORSP) by 5 p.m. **(3) three full business days**, excluding the day of submission, in advance of the sponsor's deadline. Non-compliance with the university 3-day deadline could result in the proposal not being submitted. Further, for applications that FGCU is the prime applicant, all subcontract materials are due to ORSP 10 business days before the internal 3-day deadline given the additional needs of subcontracts. If FGCU is a subcontract institution, please follow the prime institution's deadlines.

Last updated: 9/2022