

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 ORSP at orsp_srbi@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 new or renovated space , 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; share with all investigators and cc ORSP; abstract, specific aims and public health impact provided to office of research. If there are subawards associated with project, ORSP needs to know at this point to get the Subrecipient Profile from each subaward.	4 weeks before the submission deadline
4. Complete Financial Conflict of Interest (FCOI) ; applies to all investigators (if applicable) See FCOI Decision Tree .	2 weeks before the submission deadline (unless annual certification is on file)
5. Work with ORSP to prepare a draft narrative and budget to department chair for approval; a copy of budget is sent to chair and all investigators by ORSP.	10 business days before the submission deadline
6. Prepare final proposal documents (Application)	
7. Submit final version of proposal to ORSP at orsp_srbi@fgcu.edu ; share with all investigators	3 business days before grant submission *Note: 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 or immediate supervisor

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 ORSP. 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 ORSP 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) [Institutional Safety Committee](#) (<https://www.fgcu.edu/ehs/>) (Notify ORSP of the RSC # once it is assigned by ISC.)
 - 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

ORSP 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 ORSP 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, contact ORSP to discuss 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 ORSP 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 (If NSF please check with the directorate for which you will be applying as each directorate has its own DMP rules. [View the NIH Policy on the NIH site.](#)
 - 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) (Each agency has its own required format which ORSP will provide.
 - 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.

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