DEPARTMENT OF PSYCHOLOGY
TIMELINE FOR SUBMITTING GRANT APPLICATIONS

LSA AND ORSP REQUIRE THAT ALL PROPOSALS BE IN FINAL FORM WHEN ROUTED FOR REVIEW.

All grant submissions (including Pre-Proposals, Letters of Intent, and submissions to private foundations and agencies), with the exception of UM internal competitions, must go through the Psychology Business Office and require a PAF (Proposal Approval Form). The Business Office is able to provide assistance with all aspects of grant administration, including preparing budgets.

UM Internal Competitions:
If submitting to UMOR and/or LSA funding sources, the LSA eGIF system must be used. We can assist with documentation prep and eGIF submissions. Although they do not require a PAF, they do need Psychology and LSA signoff.

To complete your proposal submission, the Business Office needs your PAF worksheet and rough draft of the budget & budget justification at least 8 business days in advance of the sponsor deadline.

Keep in mind that more complex projects often require more time (ie. subawards to other institutions, multiple U-M departments, gov’t contracts, etc.). If your project requires greater attention, it is suggested that we receive rough drafts at least 15 business days in advance of the deadline.

The above deadlines ensure that your proposal will be FINAL in time for internal routing. At the minimum, your proposal must be approved by the Dept. of Psychology, the LSA Dean’s Office, and ORSP before being submitted.

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<td>6 business days* before sponsor deadline</td>
<td>5 business days* before sponsor deadline</td>
<td>4 full business days* before sponsor deadline</td>
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*sponsor deadline not included in business days

Example: NIH R21 resubmission deadline is Nov. 16

NOVEMBER

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We provide assistance with all aspects of proposal preparation
• Create PAF (Proposal Approval Form) and fill out application forms
• Build budgets and edit budget justifications
• Request Biosketches and/or Current & Pending Support
• Adjust formatting to comply with guidelines
• Coordinate with other departments and/or institutions & liaise with LSA and ORSP
  (Office of Research and Sponsored Programs, formerly DRDA)
• If time allows, review for typos and grammatical errors

We also help with progress reports and any other miscellaneous
grants-related requests (ex. JIT info)

PAF worksheet due at least 8 business days in advance of deadline
• More complex projects (subcontract, gov’t contracts) require more time
• SubKs often need a week to route through their institution
• Enables us to assist with forms, create budget(s), and communicate with faculty about
  changes needed
• Extremely important if we have multiple submissions

Proposals routed through eResearch with PAF
• If external faculty participating in project, PAF routes through other dept(s) first
• Reviewed by Psych. Key Ad and approved & signed by Chair
• After Psychology approves, routed to LSA, then finally, to ORSP

WHY DO WE ROUTE PAFS A WEEK IN ADVANCE OF DEADLINE?!!
Business Office needs 1-2 business days
• Check formatting and ensure all final components are included in application
• Allow time to address any issues, communicate with PI for changes, and route through
  other departments, if necessary

If other faculty/depts. are on proposal, each dept. needs 1-2 business days to review and sign
Facilities, Key Ad, and Chair need 1 business day to review
• Budget, space, effort, and other commitments

LSA needs 1-2 business days to review
• LSA may come back with changes requested. PI must be available for changes, otherwise
  it prolongs routing process

ORSP requires proposals 4 full business days in advance of deadline
• Allows ORSP to effectively manage hundreds of proposals
• Gives time to retract proposal if there are problems (grants.gov issues, etc)
DEPARTMENT OF PSYCHOLOGY
TIMELINE FOR SUBMITTING GRANT APPLICATIONS

IMPORTANT NOTES:

Cost-sharing

- University and LSA asking that we move away from cost-sharing
- Does cost-sharing look good to reviewers? NIH states:

  “Despite popular myth, proposing a cost-sharing (matching) arrangement where you only request that NIH support some of the funding while your organization funds the remainder does not normally impact the evaluation of your proposal. Only a few select programs require cost-sharing, and these programs will address cost-sharing in the FOA.”  
  
  [http://grants.nih.gov/grants/developing_budget.htm](http://grants.nih.gov/grants/developing_budget.htm)

Summer month policy

- SPG 201.04 (March 2011) - limits summer effort on research grants to 2.5 months

  “A summer appointment paid using sponsored resources (direct or cost-sharing) is limited to no more than two and one-half months of a full-time appointment.”

General Supplies and other A-21 items

- General supplies should only be included if absolutely necessary to project, and will be used ONLY for the project paying for them.
- The federal government has very strict guidelines for computer purchases. They can be budgeted if the computer will be used ONLY for the project paying for the computer.