

# **Haskins Laboratories Procedures on Grant Proposal Submission**

*Revised: Mar. 27, 2007*

In order to ensure the timely submission of grant proposals that are compliant with federal guidelines and to provide investigators with the fullest possible use of the resources that Haskins has to offer, it is important that investigators both understand and agree to Haskins Laboratories' procedures for grant proposal submission. It is critical that investigators allow sufficient time for review of select sections of the grant proposal by relevant members of the administrative and research staff. It is our goal to ensure the scientific, financial, and administrative quality of proposals and renewals that are sent out under the Haskins name. In order to do this, adequate time is needed to review all proposals. Details are provided below for the critical steps in the grant proposal submission process, including time guidelines. Exceptions to these guidelines can be made only in rare instances. However, if the lead time is too short to ensure a quality product, submission will have to be delayed, or not allowed to happen.

Grants, contracts, and awards are made to Haskins Laboratories as an institution, not to individuals. Management of the grant is the responsibility of the principal investigator (PI), under the supervision of the Laboratories. Haskins retains the right to make all final decisions regarding submission, staffing, budgeting, equipment use, and other related matters, for all grants and contracts submitted through the Laboratories, subject to consultation with the PI of the grant. Final decisions about such matters are up to the Director of Research or the Director's designate.

## ***Steps in the Haskins Grant Submission Process***

### ***Step One – Obtain Committee Approval(s)***

Investigators who intend to submit a grant proposal (including a revision of a previously submitted grant proposal) must first obtain approval from the Steering Committee. This should be done at least 60 days prior to the grant submission due date. (Contact the Director of Research to add this matter to the Steering Committee agenda.) Exceptions may be made by the Director of Research for Requests for Proposal (RFPs) and other circumstances that do not allow for this much advance consideration.

A signed *Letter of Intent* must be provided to the Steering Committee.

- This letter should describe the research and include details regarding proposed personnel and equipment. Any subcontracts, consulting arrangements or special matters related to personnel or research plans should also be included in this letter.
- In addition, the letter should identify the two in-house readers / reviewers of the grant proposal and, if possible, these readers should have had prior experience reviewing grant proposals.

- Finally, the investigator should indicate that the Grant Submission Policies and Haskins Research Misconduct and Scientific Misconduct policies have been read and agreed with.
- A *Haskins Grant Submission Letter of Intent form* is available online or in the Grants and Contracts Office.

If your grant proposal has technical and/or space requirements, a meeting should be scheduled with the Technical Resources Committee (TRC) to discuss these requirements and their interaction, if any, with current ongoing research activities. TRC approval should be solicited at least 30 days before the submission of the proposal. As noted above, please provide to the committees, in writing, a brief description or outline of the grant (revised submissions copies of the pink sheets should also be provided to the Steering Committee), the agency where the grant proposal will be submitted, a list of personnel involved, a description of any major equipment needed, and the estimated total dollar amount for the grant and/or equipment. This step is important to ensure compatibility of the proposed research with the Laboratories' mission and with other ongoing or planned research. Because of limited space, resources, and staff, the impact of these additional requirements for the proposed research needs to be evaluated by Haskins' senior management.

### *Step Two – Administrative Material*

The *administrative* part of the grant proposal must be reviewed by the Manager of Grants and Contracts and the Chief Financial Officer (CFO) a minimum of two full, non-weekend / non-holiday working days before the grant deadline.

**FAILURE TO DO SO WILL RESULT IN THE GRANT NOT BEING SUBMITTED.**

For NIH grants, the *administrative* part includes the following:

- 1) Letters of Support (if applicable)
- 2) NIH Biosketches
- 3) Project Summary
- 4) Project Narrative
- 5) Budget\*
- 6) Budget Justification
- 7) Facilities & Other Resources
- 8) Equipment

All items except #5, the budget, must be in individual PDF files for uploading.

\*Please make an appointment with the Manager of Grants and Contracts regarding the grant's budget.

For grant applications to other agencies, similar sections that provide corresponding information need to be submitted for review. If the Manager of Grants and Contracts has

to submit multiple grant proposals for the same deadline, s/he may request that the administrative portion of the grant be completed even earlier. No guarantee can be given that a grant proposal will be submitted if these deadlines are not honored. This administrative review is important for ensuring that the grant proposal is compliant with any requirements, regulations, and/or policies. In addition, it helps to minimize any mistakes or flaws that could jeopardize the fundability of the proposal. As completion of these sections will help expedite the submission process, completing them *early*—to the maximum extent possible—is advisable.

### ***Step Three – Scientific Review***

The *scientific* part of grant proposals, including revisions, must be read by at least two Haskins scientists in a time frame that allows for a meaningful review with an appropriate period allotted for corrections, revisions and changes. This time period is to be determined by the agreed upon readers of the grant proposal, subject to the other time guidelines discussed in this submission policy. The *scientific* part of NIH grant proposals includes Specific Aims, Background and Significance, Preliminary Studies, Research Design and Methods, Human Subjects Sections, all other Research Plan Sections and the Appendix (if applicable). For grant proposals submitted to other agencies, similar sections covering the same topics as those above comprise the scientific parts. It is also important to leave sufficient time for coordination of the scientific and administrative portions and final proofreading of the entire proposal. Examples include the need to check for number and ethnicity of subjects, names and locations of participating individuals and institutions, basic grammar, the accuracy of references, typographical errors, cross-referencing of budget items mentioned in the proposed research, etc. The amount of time needed for the scientific review and coordination with the administrative review should be discussed with the designated readers of the grant proposal and the Manager of Grants and Contracts, and agreement should be reached by all at least 30 days prior to grant submission. The final version must be given to the Manager of Grants and Contracts a minimum of 24 hours (not counting weekends and holidays) before the grant submission deadline. As stated above, if the Manager of Grants and Contracts has to submit multiple grants for the same deadline, s/he may request that everything be completed even earlier and no guarantee can be given that a grant will be submitted if these deadlines are not honored. Scientific review of the proposal, particularly by those with grant reviewing experience, helps to improve the quality of the grant and potentially avoids pitfalls that could affect the fundability of the grant proposal.