

## Instructions for Grants Submissions to the Federal Government or Private Foundations

The CPMC Grants & Contracts Office is here to assist all Investigators interested in submitting research proposals to any federal agency or any private foundation. We assist on all proposals whether we are the prime institution submitting the grant or will be a subcontractor or service provider to another institution that will be submitting a proposal.

The Grants & Contracts Office periodically sends out announcements informing you of grant opportunities. At this stage, we do not have the staff to do in-depth searches for funding opportunities for you, so that is generally your responsibility to locate possible funding sources.

If you would like to submit a proposal, please follow these instructions:

1. **Timeline:** For most proposals, it is a good idea to notify us at least 4-6 weeks in advance. The actual science development of the project can take anywhere from 3 weeks (very rare to 1 year or more, depending on the complexity of the project).
  - a. If your project has two or less subcontracts, 6 weeks is the preferred timeline. Subcontractors must have the signoff of their institution for their budgets and many of those institutions require 2 weeks just to obtain all the signatures. They also need time to prepare the budgets and pull together all the paperwork associated with the application.
  - b. For NIH grants, if you expect that your grant proposal will exceed \$500,000 direct costs in any one year, you should allow at least 8 weeks. You must obtain permission of the funding institute to submit the grant.
  - c. If you are preparing a program project grant or any very large multi-institutional proposals, you should allow between 3 and 12 (or more) months.
2. **Notify Grants Ofc:** Please notify us of your intent to submit a grant by completing the appropriate internal document. You need Adobe Acrobat to complete it – either the Professional version or the Reader. If you only have the reader, you can get a free utility called cutepdf which will allow you to print the document into a pdf file. (<http://www.cutepdf.com/>)
  - a. For proposals where we are the prime, complete "Intent to Submit 3.5.09."
  - b. For proposals where another institution is the prime grantee, complete "SubK Intent to Submit (new proposal)"

The preferred method for submitting the internal document is to email to [GrantsOfc@cpmcri.org](mailto:GrantsOfc@cpmcri.org). If you cannot email the document, please fax to 415-600-1681 and email [GrantsOfc@cpmcri.org](mailto:GrantsOfc@cpmcri.org) to state that it has been faxed. The Grants Administration team is always available to assist you in completing the forms. Please contact your Grants Administrator, the Grants Coordinator or the Director of Grants and Contracts. If you need contact information, please click here: <http://www.cpmc.org/professionals/research/grants/contact.html>

3. **Notify PI:** Once your request has been received, it will be entered onto the Grant Submission log sheet and a grants administrator will be assigned. An email will be sent to you and the grants administrator notifying you of the assignment.

Your Grants Administrator should meet with you or contact you shortly after grant assignment is made. He/she will review the grant process with you, provide you with a list of all documents required, and delineate who is responsible for which documents. The Grants Administrator is available to answer any and all of your questions.

**Delineation of duties.** In general:

1. The PI is responsible for the science and for providing information for the budget.
2. Grants Administrators prepare budgets, assist with budget justification, assemble all documents, prepare all electronic templates, ensure all requirements are met including formatting, and review for compliance issues.
3. Director of Grants and Contracts reviews and submits all grant applications.
4. Scientific Director reviews and approves science of all applications.

**Deadlines:**

**All documents for the grant proposals are due to the Grants Administrator one calendar week before the agency due date.** If that deadline is not met, we cannot guarantee that your proposal will be submitted and you bear the responsibility for it not going out.

Grants submitted after that time must have permission of the Scientific Director or the Director of Grants and Contracts for submission.

We plan to submit grants at least 3 business days before the deadline to allow for any unforeseen circumstances. Examples of actual problems submitting electronic proposals are: internet is down, funding agency server is full and we are not able to get through, system overloads delaying submission, electronic file is corrupted and we must redo everything, to name just a few. We would hate for all your hard work and ours to have to wait for another funding cycle or funding opportunity.

Our aim is to provide excellent service to you. In order to do so, we must have adequate time to process everything in a careful, methodical manner. Grants Administrators have many, many things to do for a grant submission above and beyond the work you see them performing. Examples of work that we try to do before your grant is submitted are:

- Inconsistencies between science, budget and the budget justification
- Review to ensure all key personnel and letters of support are enclosed
- Ensure biosketches are completed correctly

Examples of reasons for grants being rejected:

- Not submitted on time
- Not formatted correctly
- Wrong forms used (even if it is just 1 page)

The Grants & Contracts Office would like your proposal to be the best proposal submitted and we want it to be funded. Working together is essential to this process.

If you would like a copy of this page, click [here](#) for the pdf document.