

**CREIGHTON UNIVERSITY
SCHOOL OF DENTISTRY
ASSISTANT DEAN OF RESEARCH OFFICE
Steps on Grant Submission**

The office of Research offers support and guidance at various stages of the grant development process to the best of its possibilities. Once you are ready to discuss your grant idea or if you have specific ways that you would like assistance with your proposal development or submission, please contact Dr. Sonia Rocha-Sanchez **as early as possible on the process**. Services provided will depend on the stage of your application. To facilitate the process, and make sure that your needs are met, please refer to the timeline provided:

Available Services	Timeline
<p>Pre-proposal</p> <ul style="list-style-type: none"> • Find funding opportunities for your project • Offer advice and training on developing a competitive proposal • Show how to use data-bases and other resources to remain on the cutting edge of funding opportunities. 	<p>As early as possible in the process</p>
<p>Beginning of the Proposal Development Process</p> <ul style="list-style-type: none"> • <u>Proposal Design</u>: this entails one-on-one coaching for project planning, timeline management and advice for building competitive applications and partnerships. • Download grant application package (for federal grants) • Budget design • Help with early grant revisions • Help identifying potential collaborators/partners for your research • Provide copies of funded proposals (whenever available) • Help contacting Program Officers of the sponsoring agency • Help with full grant editing (language, grammar, formatting to sponsoring agency's guidelines, etc.) is available through the Sponsored Programs Administration (SPA) (a.k.a Grants Administration) office (see contact info at the end of this document). 	<p>2 – 12 months in advance</p>
<p>Middle of the Proposal Development Process</p> <ul style="list-style-type: none"> • <u>Identify Collaborators</u>: If needed, we will work with you to help identifying collaborators to complement your own expertise or scholarship. • <u>Provide mentoring</u>: Dr. Sanchez will work directly with you or help you locate successful Principal Investigators to provide mentoring, support and advice for discipline specific proposals. • <u>Find External Reviewers</u>: When appropriate, Dr. Sanchez will help you identifying outside experts for a competitive review. This will need to be arranged months in advance of the proposal deadline and will be arranged with full consent and participation. • <u>Competitive Review of the Completed Proposal</u>: (at least 2 weeks in advance required): This level of review will focus on the overall organization of your application and help making it more competitive. Please provide your complete proposal with budget to Dr. Sanchez with a minimum of two weeks before the due date. 	<p>1 – 8 months in advance</p>

Final Stage

- Forms and signatures

Whether or not you have worked with the research office during the preparation of your application, this minimal level of review is required for all grants. Failure to do so may affect your ability to gather all signatures and approvals on time, which might jeopardize your chances of submitting your grant application.

1. Budget and budget narratives: Work with **Ms. Laura Cook** to collect information on salaries and indirect rates to prepare your grant's budget. *If you need help with the actual budget and budget narrative preparation, please inform Dr. Sanchez, as early as possible in the process. Ms. Cook will not be able to help you with that part.*
2. Proposal Routing and Signatures (a.k.a. Greensheet): Download the form (available at: <https://www.creighton.edu/researchservices/grants/forms/>), fill it up with yours and your project information, sign and gather your Department chair's* signature, as well as any other co-investigators and their respective chairs' signature.
3. Research Dean signature: Deliver the signed Proposal Routing, a complete version of your grant application, including budget forms, subcontracts, etc. to the Research office (Dr. Sanchez) no later than 10 business days before the funder's deadline, for the research Dean's signature.
4. Sponsored Programs Administration (SPA): For compliance review of the full proposal, CU grants SPA office (a.k.a. grants administration) requires all applications to be turned in at least 7 business days before the funder's deadline. So the earlier your application is delivered to the Dental School Research office, the sooner you'll have it ready to submit to SPA.
5. Grant submission: The SPA will review your grant application package and its respective request for application (RFA) or program announcement. If errors are found, they will send the application back to you for editing. If no errors are found, your grant will be ready to be submitted by the SPA (federal) or yourself (private or foundation grants).
6. Submission of federal grants: If submitting a federal grant, upon the final review by the SPS, your grant will be submitted and you will be provided with a full electronic copy of your completed grant for your review. ***Review that file as soon as possible.*** If, upon your review, errors are found you will be able to fix them and resubmit the grant, as long as the submission deadline has not already passed. If no errors are found you will not need to do anything, the grant will follow its course.

10 – 14 **BUSINESS** days
before the funders due
date

* If you are the Department Chair, then the signature has to come from your immediate superior.

Services not provided by the Research Office

Grant writing: The research office is eager to provide comprehensive services including training on grant preparation, but the work of writing (re-writing) the proposal belongs to the Principal Investigator(s).

Full Editing: Full editing of the proposal can be arranged with Mr. Barbara Bittner (BarbaraBittner@creighton.edu). Please keep in mind that she is the only person providing this service to the entire university. So, the sooner into the process you can contact her the better your chances of getting the help you need, within reasonable time.