

## **BNHS Policy and Procedures for Pre-award Support Research Grants submitted for external funding.**

### Rationale and need for department policy and procedures for pre-award support.

BNHS faculty submit a considerable number of research grants with each NIH grant cycle (October/November; February/March; June/July). We have a limited number of staff available for pre-award support and we do not want them feeling overwhelmed since many grants have the same due date. Both faculty and staff are better served if we are organized and can plan the assignment of staff such that all faculty are served adequately. Considerable lead time is now required so that a grant is nearly finalized on all the required online forms by the time it is submitted to OSP (minimum 10 working days prior to the actual grant due date). Susan has prepared a checklist of OSP requirements and this will be accessible from BNHS intranet.

The new NIH application format and requirements affords an opportunity for us to learn from one another as we develop a set of best practices in the preparation of proposals in the new format. Investigators are limited to two submissions of a proposal. We'd like to ensure that all faculty have sufficient support and mentoring such that the specific aims and methods are not being revised in major ways within a few weeks of the due date and that the grant application is deemed ready for submission. We recognize that grant preparation is an iterative process with the aims and methods subject to change as the project unfolds. Our intent in developing these policies and procedures is to enhance department pre-award support, not to burden you with additional work.

### Summary of policy/procedures for pre-award support.

1. The policy and procedures apply to all faculty who are PI's of research grants regardless of rank. Initially these policies/procedures will apply to all research grants regardless of type (R series, K series, etc) being submitted to NIH during regular grant cycles (e.g. Feb/March; June/July; Oct/Nov). Eventually, we may extend them to include any grant (e.g. RIFP, Private Foundation, RFA, etc) for which a faculty member requires pre-award support from department staff or department chair approval prior to submission.
2. Each investigator will be required to complete a 'timeline form' and submit it to Susan Graham 12 weeks in advance of the grant due date. The procedures to follow on the timeline form are self-explanatory; both Susan and the Vice chair for research will be available to provide assistance if you have questions. See page 2 for instructions for accessing the form.
3. Each investigator will have a directory in the pre-award directory on the O Drive [O:\BNHS Pre-Award Support]. Susan will setup the directory for you after you submit the completed timeline form to her. She also will meet with you to discuss your pre-award grant support needs. It will be the responsibility of the PI to make sure the files in the O drive directory are current.
4. Each investigator will meet with the department vice chair for research ~ 10 to 12 weeks in advance of the grant due date to discuss the initial aims and pre-award support needs from the department. These meetings need to be initiated by the PI.
5. Each investigator will be asked to have a draft of the entire application reviewed (according to NIH review criteria) by two investigators (of the investigator's choice) external to the grant (not external to the UW) prior to the draft being reviewed by the department vice chair for research. Such review ought to be completed ~ 6 to 8 weeks prior to the due date of the proposal. Documentation of the completion of this review is necessary prior to the review by the Vice Chair for Research and to working with the department staff to finalize the budget.

Instructions for access to the Timeline Form

1. GO to the BNHS Intranet site here:  
<http://www.son.washington.edu/departments/bnhs/internal/>
2. Click on "Grants & Contracts"
3. Click on "Grant Cycle"
4. Click on "Timeline & Task List"