

THE UNIVERSITY OF TEXAS AT TYLER**College of Nursing & Health Sciences****Office of Research****Grant Proposal Submission Guidelines**

The CNHS Office of Research reviews internal and external grants prior to submission to the Office of Research & Technology Transfer (ORTT). Principal investigators (PI) are encouraged to meet with the Office of Research several months before a grant proposal is due to establish a calendar that will lead to the timely submission of a grant. The calendar includes items that must be done early (e.g. having readily available the RFP or guidelines as a checklist, notifying ORTT of plans to submit grant proposal, submitting letter of intent, gaining letters of support, dates for selected sections of proposal drafts, budget preparation, etc.).

Internal Grant Submissions**1. Office of Research & Technology Transfer (ORTT)**

1. The ORTT distributes a Request for Proposals (RFP) in the spring semester for upcoming academic year grants.
2. The turn-around time between the RFP and submission deadline is short. Therefore, faculty are encouraged to visit the website in the fall semester to begin preparations: (<http://www.uttyler.edu/research/faculty-support/request-for-proposals.php>)
3. All grant proposals must be reviewed at least once by Office of Research prior to submission to ORTT. The main purpose of this is to have a second check on congruence of proposal with internal guidelines. A second purpose is to provide any suggestions concerning the science aspects of the proposal.
4. The following guidelines are suggested for successful submission of internal grants:
 - a. Fall semester: visit the ORTT internal grant website to determine which category you are interested in pursuing.
 - b. Schedule a visit with Office of Research prior to the end of fall semester to begin planning your proposal.
 - c. The following schedule will vary depending on Spring Break week. The Office of Research will not be available during Spring Break for reviews.
 - i. 21 days prior to grant being due, submit proposal draft and budget to the Office of Research for review:
 1. Specific aims
 2. Research Strategy
 3. Budget Justification
 - ii. Expect minimum of 7 days for follow-up from Office of Research .

- iii. 7-14 days prior to grant being due, submit revisions to the Office of Research if revisions were substantive, or if desired, submit grant to ORTT if revisions are minor.
- iv. Copy the Office of Research when grant is submitted to ORTT.

2. The CNHS/Dean's Special Research Fund

- a. See UT Tyler CNHS Intramural Grant Program P&P

External Grant Submissions

Federal, state, local and/or foundation grants can have standing due dates or special RFPs.

The Foundation Handbook can be accessed through the Development Office in OAC. It is not yet available electronically or online.

Some professional organizations have standing due dates for grants. Some common nursing organizations are on Table 1 at the end of this document.

A. Federal grants

- a. Federal grants have varying RFP notification times, but standing submission dates and links can be known in advance for some grants.
- b. Standard due dates and other important information and links for NIH funding can be located at:
<http://grants.nih.gov/grants/funding/submissionschedule.htm>
- c. NSF funding information can be located at: <http://www.nsf.gov/funding/>
- d. Other federal grants can be located at:
<http://www.grants.gov/web/grants/home.html;jsessionid=p5xxJTvQC9GRBnn0GZwTjXPv2qyCyn07zhls7X1gWXh0TBDpK5cR>
- e. Federal RFPs are typically known several months in advance, and because the application process can be complicated, complex and time-intensive, you cannot start early enough! The following are guidelines that may facilitate a successful federal grant submission
 - i. 6-12 months or earlier before deadline: Meet with Office of Research to establish calendar.
 - ii. 3 months before due date: Meet with Office of Research and have the following prepared:
 - 1. Specific aims
 - 2. Research Strategy
 - 3. Budget Justification
 - iii. 45-60 days before due date: Submit revised specific aims, research strategy, budget justification.
 - iv. 30 days before due date: Mandatory ORTT review; complete packet