

**Department of Obstetrics and Gynecology
Grant Submission Process: Procedures and Point People**

Proposal Submission Timeline*

When	What
3 months before submission deadline	PI contacts the Sponsored Projects Core staff as soon as decision is made to submit an external grant. *internal grants submitted to entities within the University, should be submitted to the Sponsored Projects Core staff 1 month prior to submission deadline.
1 month before submission deadline	Final opportunity for PI to contact Sponsored Projects Core staff about plans to submit grant.
10 days before submission deadline	All materials required for submission to RSP are due to the assigned Sponsored Projects Core staff. This includes everything except the final science component.
1 day prior to submission	The final science should be submitted to the Research Administration Office by 9am one day prior to submission. For example, if a grant submission deadline is Tuesday by 5pm, the final science is due to the grants office Monday by 9am. <i>Exception:</i> if a grant submission is on a Monday, science can be submitted by 9:00 AM Monday to allow for final work over the weekend.

* Any departures from this timeline must be approved by a VC of Research or the OB/GYN Research Manager. Proposals will be submitted in the order that they are received.

Submission meeting – scheduled after PI contacts Sponsored Projects Core staff

Who attends?	<ul style="list-style-type: none"> At minimum: PI and Sponsored Projects Core staff assigned to grant Others designated by PI, who will be helping in submission process
Prior to meeting	<ul style="list-style-type: none"> Sponsored Projects Core staff reviews FOA, terms and sponsor requirements, particularly recent updates to agency requirements Sponsored Projects Core staff prepares draft submission checklist.
During meeting	<ul style="list-style-type: none"> Deadlines set for initial reviews Initial conversation on budget planning (including subawards) Review campus approvals process/expectations with PI Review project checklist, WISPER checklist, submission tasks, and deadlines Review division of responsibilities and documents needed Determine how draft documents will be shared (Box, shared folder on T drive, etc.). Confirm method of grant submission and person responsible (e.g., Cayuse, E-mail, hard copy). Also establish document-sharing guidelines including the location of all working files during the grant submission process. Options include UW Box, the T drive, or via email. Document version control, access, and folder hierarchy should be established
After meeting	<ul style="list-style-type: none"> Sponsored Projects Core staff updates submission checklist and timeline based on what was discussed at the meeting, sends to PI/research team

Roles and Responsibilities for Grant Submissions

Task	Who?
Grant budget	<p><i>Sponsored Projects Core staff:</i> Develops initial budget after kick-off meeting utilizing OB/GYN budget templates. Provides overall guidance with grant budgeting, ensuring that budget is reasonable and aligns with project aims. Connects PI with investigators/scientists who have specific and relevant experience in project budgeting. Checks final budget before submission. Responsible for creating final budget spreadsheet, ensuring that spreadsheet and budget justification are concordant, salary/effort calculations, and seeking necessary approvals through SMPH and RSP.</p> <p>Sample templates and instructions are also available on the RSP website: https://rsp.wisc.edu/forms/budgettools.cfm</p> <p><i>PI:</i> Works on detailed budget in tandem with specific aims and science sections to ensure that budget is aligned with study design. <i>It is the responsibility of the PI to ensure that all elements necessary to carry out project appear in the final budget and that estimates of staff time and effort are accurate.</i> The PI must also secure permission from co- Investigators and collaborators to be included on the grant.</p> <p><i>Core fees:</i> If any departmental/university cores will be included in the budget, the following people must be consulted to ensure that estimates of personnel time and cost are accurate:</p> <ul style="list-style-type: none"> - ICTR/Biostats support: Dr. Amy Godecker - OB/GYN Tissue Collections: Drs. Manish Patankar and Ian Bird - OB/GYN Human Subjects Core support: Kellie Baumann - Other university cores: https://research.wisc.edu/research-cores/
Subcontracts	<p><i>Sponsored Projects Core staff:</i> Liaisons with other institution to complete subaward agreements. Checks final budget before submission. Responsible for ensuring that budget spreadsheet and budget justification are concordant, and routing it through campus/submission approval.</p> <p><i>PI:</i> Initiates contact with offsite collaborators and introduces to research administrator. Timeline for budget, signatures, etc. is agreed upon between PI, collaborators, and Sponsored Projects Core staff.</p>
Human Subjects	<p><i>PI:</i> Responsible for writing the human subject sections.</p> <p>The OB/GYN Human Subjects Core is available to review sections prior to submission and answer specific questions from the research team.</p>

Biosketch/Current and Pending Support or Other Support	<i>PI:</i> Responsible for updating these documents and ensuring that they meet requirements of funding agency (e.g., formatting, PMCID, etc.). Sponsored Projects Core staff can assist with updating financial info on the Other Support document.
Letters of support	<i>PI:</i> Drafts letters in collaboration with PI, and ensures all letters are complete.
Science: <ul style="list-style-type: none"> - Drafting - Figures and tables - General editing - Final formatting - Facilities and Other Resources - Equipment - Other Documents as needed by RFA - Final proofreading before submission 	<i>PI:</i> As a rule, the PI is responsible for writing the science and for the final formatting. It is also the responsibility of the PI to proofread grant text prior to submission. While the Research Administration Office will check that formatting requirements are met (if time allows), the Research Administrator(s) do not have the time to proofread grants for typos, spelling errors, etc. <i>Sponsored Projects Core staff:</i> The Sponsored Projects Core staff will copy/paste text into templates required by specific RFA. <i>This should be discussed at the kick-off meeting.</i>
Final check of complete pdf	<i>PI:</i> It is the responsibility of the PI to review the complete grant prior to submission to ensure that all sections are correct and have been collated properly into a single .pdf document. <i>This is only possible if a grant is submitted to Sponsored Projects Core staff by the deadlines above.</i> <i>Sponsored Projects Core staff:</i> It is the responsibility of the assigned Sponsored Projects Core staff to ensure all final submitted documents have been added to the appropriate shared drive after submission.
Other Resources	A growing collection of templates from RSP. It is the responsibility of the PI to ensure that the template is accurate to the specific proposal. https://www.rsp.wisc.edu/proposalprep/ Additional grant writing resources exist from the UW Writing Center: https://writing.wisc.edu/handbook/assignments/grants-2/

OB/GYN Research Administration Office key contacts:

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