Submitting a Grant Application

It is the LIMR policy that all grant applications must go through the Editorial Office. A six week notice must be given before initiating this process.*

New investigators are encouraged to schedule an appointment to meet with a grant specialist.

The Principal Investigator should:

- Determine the appropriateness of the application relative to their status and work
- Submit to the Editorial Office a completed Grant Application Tracking Sheet
- Comply with timelines for timely and accurate submission

The LIMR Grant Application Tracking Sheet can be obtained from the Editorial Office or at http://www.limr.org/html/EditorialServices.htm.

The Editorial Office provides assistance with all grant application submissions including the creating / updating of biosketches, resources, completion of grant forms, coordination of budget and budget justification with Accounting Department, formatting, coordinating the application including appendix material, etc. so that applications are agency compliant, properly signed, copied, and submitted by the deadline.

To initiate the process is to notify the Editorial Office of your intent to submit a grant. You must fill out a Grant Application Tracking Sheet to which a copy of the summary (abstract) must be attached. This form must be signed by Dr. Prendergast. When a signature has been obtained, a number will be assigned to your grant by the Editorial Office, a file will be set up and the process begins with registering and/or setting up necessary accounts with the granting agency and the preparation of administrative form pages.

*New organizations should allow extra time to obtain an Employer Identification Number (EIN). Each registration is a multi-step process. Allow for 2-4 weeks to complete these registrations. New businesses [i.e. those applying to the Internal Revenue Service (IRS) for an Employer Identification Number (EIN) to complete the CCR registration] should start the process *at least two months (eight weeks)* prior to the grant submission date.

NIH announces availability of funds for grant programs by issuing funding opportunity announcements (FOAs) in the NIH Guide for Grants and Contracts and on Grants.gov. Parent announcements, program announcements (PAs), and requests for applications (RFAs) are all types of FOA. The funding opportunity number must be on the Grant Tracking Sheet for NIH grants.

A description of types of NIH grants, deadlines and links to Funding Opportunities may be found at http://grants2.nih.gov/grants/funding/funding_program.htm

The majority of other funding agencies (e.g. Susan G. Komen for the Cure, American Heart Association, etc.) also require electronic submission.

In order to work out any unforeseen problems that may arise when attempting to connect to grant submission sites, the grant must be completed and ready to submit two days before the granting agency deadline.

The Tracking sheet follows a timetable as described below.

LIMR GRANT SUBMISSION TIMELINE

- 6 weeks before deadline, PI fills out LIMR Grant Application Tracking Sheet (see attached) and submits it to the Editorial Office. The purpose of this form is to provide information needed to start the process for submitting a grant application (e.g. PI name, the name of the granting agency, type of grant, deadline, etc.).   Editorial obtains the appropriate signature, indicates the internal deadlines on the tracking sheet, and returns a copy to PI for their reference. This form is also sent to the Grant Accountant to initiate the budget process.

- 3 weeks before deadline, PIs needing the Editorial Office's help with typing or formatting should submit a draft of the science narrative to Editorial. If necessary all updated [CVs or NIH style] biographical sketches should also be submitted at this time.

LIMR Grant Application Tracking Sheet

- 3 weeks before deadline (4 weeks in the case of a consortium), PI submits budget and justification to the LIMR Grant Account, Jessica Nguyen.

- 1 week before the agency deadline, PI must submit to the Editorial Office the final science narrative, letters of support, appendix material, and all other material that will be part of the application.

- For electronic submission, the final application must be ready to submit 2 business days before the agency deadline. For paper submission, the final grant must be sent for signatures 4 business days before the deadline.

- Editorial completes submission of the grant application to the funding agency either electronically or by FedEx and forwards copies of the grant to the PI and Accounting.

- If an application is identified for funding IRB and/or IACUC approval must be obtained through the Office of Regulatory Affairs if animals and/or human subjects are involved before an award will be made.

- It is the PI's responsibility to contact the Office of Regulatory Affairs to obtain the appropriate animal and/or human protocol approvals as necessary. Information and forms can be found at www.limr.org or in the ORA.

- Editorial will not be responsible for grant applications being submitted late due to noncompliance with the timelines specified in this policy. Late submissions may be returned or rejected by granting agencies.

LIMR Grant Application Tracking Sheet

Grant Number: GR		Funding Agency:		Deadline:	

Type of Grant: | | (i.e., New, Renewal, Resubmission, Revision, Fellowship, Grant-in-Aid, etc.)*

Funding Opportunity Number or RFA (required for NIH Grants):	

For NIH grants [e.g., **PA-06-181** - NIH Exploratory/Developmental Research Grant Program (Parent R21);
PA-07-070 - Research Project Grant (Parent R01); or a specific Funding Opportunity or RFA Number]
Go to www.grants.gov > Find Grant Opportunities, to search for specific opportunities.

Title of Grant:

Principal Investigator(s):

Co-Investigator(s) and other Key Personnel:	

Co-PI's Address:

If this is part of a Consortium, provide name and address of collaborating institution:

Regulatory Approvals required: ☐ Human Subjects   ☐ Vertebrate Animals   ☐ Recombinant DNA Biohazards

Time Line	Required Materials	Submit to	Date Due	Date Rec'd	Signature
By **6 weeks** before deadline	This form with descriptive working title of project	President & CEO			
By **3 weeks** before deadline	First draft of science if typing or extensive formatting is required **All relevant CVs**	Editorial Office			
By **3 weeks** before deadline. **(4 weeks for Consortiums)**	Budget and justification	Grant Accountant			
By **1 week** before deadline	Final version of science narrative, figures, tables, letters, etc.	Editorial Office			

***Change in Terminology:** The move to electronic applications has brought a change in terminology. The **new** Grants.gov terminology corresponds to the traditional NIH terms as follows: **Renewal** = Competing Continuation; **Resubmission** = Revised or Amended; **Revision** = Competing Supplement

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