To Submit a Grant Application

All grant applications must be submitted through LIMR's Research Services Office.

1. The Principal Investigator (PI) should:
   - Determine the appropriateness of the application relative to his/her status and work.
   - Submit a completed Grant Application Tracking Sheet to the Research Services Office at least **six weeks** before the granting agency deadline.
   - Comply with timelines for timely and accurate submission.

2. At least **six weeks** before the granting agency deadline, LIMR PIs should submit a completed Grant Application Tracking Sheet to the LIMR Research Services Office. The Grant Application Tracking Sheet may be obtained from the Research Services Office or at https://bit.ly/2F34WQ6.
   New incubating companies should submit a Grant Application Tracking Sheet to the Research Services Office at least **eight weeks** in advance of the granting agency deadline to ensure all required registrations are complete (e.g., EIN, S.A.M., DUNS number).

3. The Research Services Office assigns a grant number to the Grant Application Tracking Sheet and submits it to LIMR President/CEO for signature.

4. New PIs are encouraged to schedule an appointment to meet with Research Services department staff to discuss the grant.

5. The Research Services Office provides assistance with grant application submission, including the following:
   - register and/or set up necessary accounts with the granting agency;
   - obtain and review granting agency guidelines;
   - provide PI a list of documents needed for the application;
   - create/update biosketches and resources;
   - enter all administrative information on grant forms;
   - communicate with Grant Accountant regarding budget and budget justification;
   - contact sub-award organization, if a consortium is involved, for required documents;
   - format, copyedit and assemble all parts the application to ensure it complies with granting agency's guidelines, is error-free, and is submitted by the deadline; and
   - submit application after PI's review and approval of entire application.

6. **In order to resolve unforeseen problems that may arise when attempting to connect to grant submission sites and to correct any unexpected errors, the PI must provide the Research Services personnel with all final parts of the grant <u>one week</u> before the granting agency deadline.** Please note,:Research Services will <u>not</u> be responsible for grant applications submitted late due to noncompliance with the specified timelines listed above. Grant applications submitted after the deadline may be returned or rejected by the granting agency.

7. Provide the Research Services Office signed and dated Significant Financial Interest forms from all personnel on a PHS grant (e.g., NIH) who are responsible for the design, conduct, or reporting of research.

To find grant opportunities
NIH announces availability of funds for grant programs by issuing funding opportunity announcements (FOAs) in the NIH Guide for Grants and Contracts and on the **Grants.gov** website. Parent announcements, program announcements (PAs), and requests for applications (RFAs) are all types of FOA. 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 Funding Opportunity List — emailed to all LIMR PIs at the end of each month by the LIMR Communications Specialist — outlines many funding opportunities, including from government granting agencies, foundations and philanthropic organizations. If you do not currently get the List but you want to receive it, please contact the Communications Specialist directly and ask to be put on the List Serve.