

## COMJ ORA Policy # (001-2024)

### Deadlines for Submission of Grant Application Materials to COMJ Division of Sponsored Programs

**Responsible Office:** Office of Research Affairs

**Effective Date:** September 1st, 2024

**Background.** *Increased competition for funding coupled with limited resources for research underscores the importance of submitting the highest quality grant applications to maximize success. Submitting sub-optimal proposals results in rejection or poor review scores that are difficult to recover from in subsequent resubmissions. Moreover, those submissions reflect negatively on our institution's reputation, which may affect future applications.*

*A key aspect of submitting the highest quality applications is **avoiding rushed, last minute submissions** to the Division of Sponsored Programs (DSP) within the Office of Research Affairs. Such submissions increase the potential for mistakes or other oversights in the application process. A proven method to mitigate this risk is to establish deadlines for the submission of required materials to DSP. This is particularly important for the COMJ where our resources and FTE in DSP are more limited.*

**Purpose.** This policy sets forth **required internal deadlines** for submission of grant application materials to the DSP within the Office of Research Affairs. If any of these deadlines are not met, it will result in the application not being submitted. This is to provide more efficient use of the limited FTE and resources available in the COMJ DSP. Of note, this aligns the COMJ with the grant submission processes in other health science colleges within the University of Florida.

#### Scope:

This policy applies to all **grant application submissions**, federal or otherwise. This policy applies to all grant application submissions, federal or otherwise. Moreover, it applies to submissions in which COMJ is the lead site or is collaborating with Gainesville. The policy also applies when COMJ is a consortium with an outside institution. For clarity, this policy does not apply to industry or other clinical trial submissions where we are only an enrolling site. Finally, it applies to all investigators regardless of their department or individual funding track record.

#### Timeline:

ITEM	DUE DATE
Preliminary Budget & Budget Justification	15 calendar days prior to sponsor deadline
Final Budget & Budget Justification	10 calendar days prior to sponsor deadline
Biosketches, Human Subjects	10 calendar days prior to sponsor deadline
All Final Documents Submitted in UFIRST	7 calendar days prior to sponsor deadline
Deadline for UFIRST Submission-ready Proposal	5 calendar days prior to deadline

As stated above, any applications that do not meet the above deadlines will not be submitted.

**Questions can be directed to [ora@jax.ufl.edu](mailto:ora@jax.ufl.edu).**

This policy is subject to review and adjustment (if necessary) at any time under the guidance of the Senior Associate Dean for Research at the COMJ.

#### **References.**

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7001618/>

<https://www.niaid.nih.gov/grants-contracts/review-process>

<https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/write-your-application.htm>