Guidelines for Proposal Preparation and Submission

General guidelines for preparing and submitting grant proposals to federal agencies (e.g., NIH, DoD) and private foundations are listed here.

Step-by-Step Guide:

Grant Identification and Eligibility:
a. Identify the federal agency or private foundation that aligns with your research area and funding needs.
b. Review the agency's or foundation's funding announcement or request for proposals (RFP) to ensure your project is eligible.
c. Verify the submission deadline and any specific requirements or restrictions.

Inform the Grant Support team:
a. Let the Grant support team know of your plans to submit a proposalby completing the **Proposal Intake Form** at least *1 month* prior to the deadline or as soon as possible.
b. If there is another institution collaborating on the submission, please connect the grant team with their grant office. If CDI is the lead, we will reach out to the collaborator to get what is needed for the grant submission.
c. If including HMH clinician in the budget, we need to complete an **Interdepartmental Grant Form**, and confirm effort with the clinician's department chair.

Proposal Preparation:
a. Familiarize yourself with the agency's or foundation's guidelines and instructions for proposal preparation. These can usually be found on their website.
b. Gather the necessary documents and information, including project details, team members' CVs, budget information, and supporting documentation.
c. Develop a comprehensive project plan that clearly outlines the research question, objectives, methodology, expected outcomes, and impact.

Budget Preparation:
a. Review the agency's or foundation's budget guidelines and formatting requirements.
b. Develop a detailed **draft budget** that aligns with the project plan, including personnel salaries (efforts), equipment, supplies, travel, and any other relevant expenses.
c. Our grant support team will help and guide you to finalize your budget. As an important step towards the budget preparation, complete the **Grant Transmittal Form** which is required to be signed by PI, and VP/COO.
d. Justify the budget by clearly explaining how each item contributes to the success of the project.

Proposal Writing:

a. Write a compelling and concise proposal using clear, accessible language.

b. Follow the agency's or foundation's formatting guidelines, including font type, size, margin requirements, and page limits.

c. Clearly address each section of the proposal, including the background, significance, objectives, methodology, timeline, expected outcomes, and impact.

d. Provide strong supporting evidence, such as preliminary data, literature reviews, or letters of collaboration, as required.

e. At CDI, we have a **Grant and Manuscript Editing Core** led by Erika Shor, Ph.D, if you need any guidance on the preparing your proposal.

Internal Review and Approvals:

a. Seek feedback and input from colleagues, mentors, or the institution's research office to improve the proposal.

b. Obtain necessary approvals from your department head, research office, or any other relevant authority within the institution.

Proposal Submission:

a. Ensure that all required documents are complete, accurate, and properly formatted.

b. All documents (except the Specific Aims/Research Strategy) are **due 5 days in advance of sponsor deadline.**

c. The science documents are due **1 day in advance of sponsor deadline.**

d. The grants team will submit the proposal electronically through the designated submission portal (eRA commons, grants.gov, etc.) as per the agency's or foundation's instructions. Early submissions will allow time for any last-minute corrections or fixing errors in online submission portal.

c. The grants team will retain copies of the submitted proposal and confirmation of submission for our records.

Post-Submission Follow-Up:

a. Track the status of your proposal using the agency's or foundation's tracking system, if available.

b. If permitted, contact the agency's or foundation's program officer or representative to inquire about the proposal review process or seek clarification on any questions.

Remember, it is essential to thoroughly read and adhere to the specific guidelines and instructions provided by each federal agency or private foundation. Good luck with your grant proposal submission!

Important Contact Information:

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