



**Maine Medical Center**  
Research Institute

The following timeline is based on an NIH grant proposal. The Grants and Contracts office will create a customized timeline/checklist for investigators who are submitting to other funding sources. The essential pieces however, will remain the same. If items are not received according to the timeline, submission is not guaranteed.

**TIMELINE FOR RESEARCH GRANT PROPOSAL SUBMISSION**

<b>Deadline</b>	<b>Task/Document</b>	<b>Notes</b>
4 weeks prior to deadline	Pre-submission form signed by Department Chair (approval of cost-share included)  Start-Up Proposal questions due	Dept. Chairs must sign, and provider of any cost-sharing must approve. Grants and Contracts staff will review start-up questions and discuss issues with PI such as collaborating institutions, budget allocation, and human subjects requirements.
3 weeks prior to deadline	Facilities, Equipment, Resource Sharing, Authentication	The Grants Office provides templates and editing services
3 weeks prior to deadline	Collaborators are contacted; budget caps for Subawards are identified (if applicable)	Grants Administrator will work on this with PI.
2 weeks prior to deadline	Budget and justification, human subjects or vertebrate animals (if applicable), Biosketches for senior/key personnel	Grants admin will work with you to develop the budget and justification
7 working days prior to deadline	Finals of abstract, narrative, and letters of support; final documents from collaborators are due; near final draft of Introduction, Aims and Research Strategy	Near final means there will be no further changes that affect budget, status of vertebrate animals or human subjects, or change collaborators or subawards
4 working days prior to deadline	Final Aims, Strategy, References	
3 working day prior to deadline	PI and Grants Administrator review final pdf	Changes made if needed
1-2 working days prior to deadline	Grants Administrator submits	PI reviews on era commons (if NIH)