

Internal Deadlines for Submitting Applications

All grant applications are reviewed before their submission to external agencies.

<p style="text-align: center;">CONTENT REVIEW AND CONSULTATION Optional, but highly recommended</p> <p>10 business days (or more) prior to external deadline. The scope of the review will vary based on the timeframe by which the Advisors, Research Development receive project drafts.</p>	<p style="text-align: center;">PROGRAM AND INSTITUTIONAL REVIEWS <u>MANDATORY</u></p> <p>10 business days (or less) prior to external deadline with final and complete application routed through agency portals and <u>ConRAD</u> five (5) business days prior to external deadline.</p>
<ol style="list-style-type: none"> 1. Access to sample successful applications 2. Editing of non-technical sections for cohesiveness, formatting 3. Assistance with budget development (conformance with agency and institutional approved rates, travel, indirect costs, and budget justification) 4. Detailed review of drafts following the evaluation criteria and peer evaluation manual 5. Liaison with sponsor agency, if required <p>Reviewer: Advisor, Research Development Method of contact: by email, teleconference or meeting</p>	<p>Review of application for:</p> <ol style="list-style-type: none"> 1. completeness 2. conformance to sponsor guidelines 3. support documentation 4. required signatures 5. and electronic submission <p>Reviewers: Advisor, Research Development Research Grants Unit</p>