

GRANT SUBMISSION PATHWAY

<u>TIME PERIOD</u>	<u>ACTION</u>	<u>NOTES</u>
≥ 90 days prior to due date	Meet with Grant Manager (GM)	<ul style="list-style-type: none">* Create submission calendar* Outline budgetary needs* Discuss IRB requirements* Identify mentor (if required) or subject expert
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	Think Tank Presentation/ Discussion	<ul style="list-style-type: none">* Added to the agenda of the next meeting* Attendance is mandatory
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≥ 45 days prior to due date	Submit draft proposal to GM for departmental review	<ul style="list-style-type: none">* Reviewed/edited by Lead Reviewer* Returned within 14 days
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≥ 14 days prior to due date	IRB submission	<ul style="list-style-type: none">* Meet with Regulatory Coordinator to complete paperwork
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≥ 7 days prior to due date	ALL submission paperwork to GM	<ul style="list-style-type: none">* Processed and sent to SPA for submission to sponsor

POST-SUBMISSION CORRESPONDENCE PATHWAY

