

Mailman School of Public Health
Departmental Grants Preparation Team Responsibilities and Timeline

2-3 months prior to application due date

Budget Analyst – BA (existing Department Administrator/Grants Manager) Responsibilities:	Research Assistant (RA) / Administrative Assistant (AA) Responsibilities:	Principal Investigator (PI) Responsibilities:
Meets with Principal Investigator, Research Assistant/Administrative Assistant to review RFP or sponsor specific requirements and delegate responsibilities.	Meets with Principal Investigator and Budget Analyst to review RFP or sponsor specific requirements and delegate responsibilities.	Meets with Budget Analyst and Research Assistant/Administrative Assistant to review RFP or sponsor specific requirements and delegate responsibilities
Meets with the Principal Investigator to create preliminary budget.	Creates timeline for grant preparation and submission.	Provide list of investigators, consultants, collaborators and subcontracts.
Contact different departments to obtain accurate salary information and research costs, etc.	Performs literature searches, as needed.	Meets with the Budget Analyst to create preliminary budget
Responsible of obtaining a copy of agency’s written policy on overhead costs if the grant application is non-government.	Maintains the database of literature citations and ensure reference consistency and accuracy.	Responsible of writing the science.
	Assist in producing drafts of the text of the “science section” including general formatting, tables and graphs, monitors length per guidelines, etc.	
	Contact appropriate investigators and consultants to request materials	
	Contact sub-contract institutions to begin paperwork, if needed.	
	Create tables and graphs for grants as needed.	

1-2 months prior to due date

Budget Analyst – BA (existing Department Administrator/Grants Manager) Responsibilities:	Research Assistant (RA) / Administrative Assistant (AA) Responsibilities:	Principal Investigator (PI) Responsibilities:
Responsible for generating the in-kind, new hire and salary increase letters and obtaining internal approval.	Continue to contact appropriate investigators to request materials: Biographical Sketches and Other Support pages ensuring consistency, accuracy and formatting. Collects documents and letters from different department both inside and outside the University.	Meets with Budget Analyst regularly to revise budget.
Meets with the Principal Investigator regularly to revise budget.	Assist in drafting Resources page, collect boilerplate language regarding existing resources and maintains a list of appendices while collecting appendix materials.	Regularly and frequently work with the Research Assistant/Administrative Assistant to revise the science, format, incorporate investigators revisions, etc.
Responsible for completion of the F & A Analysis Tool and obtaining internal approvals.	Regularly and frequently work with the Principal Investigators to revise the science, format, incorporate investigators revisions, etc.	Works with the Research Assistant/Administrative Assistant to create list of appendices and collects appendix materials.
Responsible for ensuring adherence to the sponsor and University policies and procedures.	Coordinates communication between investigators and ensures that all parties are working with most up-to-date information.	
Facilitates communication with Office of Sponsored Projects Administration and other institutions regarding guidelines, deadlines, etc.	Updates timelines as needed	
Regularly monitors progress of all aspects of grant preparation.	Maintains communication with all parties to ensure compliance to timeline.	
Ensures adherence to the sponsor and University policies and procedures.		

2-4 weeks prior to application deadline

Budget Analyst – BA (existing Department Administrator/Grants Manager) Responsibilities:	Research Assistant (RA) / Administrative Assistant (AA) Responsibilities:	Principal Investigator (PI) Responsibilities:
Finalizes budget, assist in drafting budget justification and ensure budget justification matches final budget.	Coordinates communication between investigators to ensure compliance to timeline and ensure that all parties are working with most up-to-date information.	Regularly and frequently work with the Research Assistant/Administrative Assistant to revise the science, format, incorporate investigators revisions, etc.
Coordinates with RA/AA the collection of all materials needed for institutional review.	Create a RASCAL Protrack Form and obtain appropriate internal approvals with assistance from the BA.	
Regularly monitors progress of all aspects of grant preparation.	Check for compliance (Conflict of Interest, HIPAA and GCP) with assistant from the BA.	
Finalize all grant documents with assistance of RA/AA.	Assist in the completion of application forms.	
	Meets with the Budget Analyst to review checklist of documents and progress to date.	
	Responsible for overall grant formatting in order to adhere to RFP specifications.	
	Responsible for uploading final documents into electronic system as they are completed.	
	Updates timelines as needed	
	Assists in collecting documents, letters, from different department both inside and outside the University.	
	Finalize all grant documents with assistance from the BA	

10 business days prior to due date:

Budget Analyst – BA (existing Department Administrator/Grants Manager) Responsibilities:	Research Assistant (RA) / Administrative Assistant (AA) Responsibilities:	Principal Investigator (PI) Responsibilities:
Submits the first copy of the application to the Office of Sponsored Projects Administration (SPA) for review.	Communicates and works with the BA and PI on addressing comments provided by SPA.	Communicates and works with the BA and RA/AA on addressing comments provided by SPA
Responsible for communicating and working with the RA/AA and PI on addressing comments provided by SPA.		
Responsible for ensuring that all of SPA’s comments are addressed prior to sending final version to SPA for final review and approval.		

5 business days prior to due date:

Budget Analyst – BA (existing Department Administrator/Grants Manager) Responsibilities:	Research Assistant (RA) / Administrative Assistant (AA) Responsibilities:	Principal Investigator (PI) Responsibilities:
	Finalize all grant documents. Printing and paginating of final grant documents. Grant duplication and collation. Binding, packaging and shipping of final proposal.	
Application is on its way to the sponsor.		