

ATTACHMENT A: PRINCIPAL INVESTIGATOR'S RESPONSIBILITIES

ACTION	Business Days Prior to Grant Deadline																						
	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Notify Research Administrator (RA) and Study Coordinator (SC) of decision to submit grant	X																						
If SC compiles grant materials:																							
SC asks RA for direction when obstacles encountered, and SC works with PI to complete application materials	X	X	X	X	X	X	X	X	X	X	X	X	X	X									
SC gives completed grant to RA for completion of PAF (13 days prior to grant deadline if external entities involved; 10 days prior if only dept involved)											X			X									
If RA compiles grant materials:																							
RA works with PI to obtain all information pertinent to grant application, and compiles documents	X	X	X	X	X	X	X	X	X	X	X	X	X	X									
RA gives completed grant to PI for signature (13 days prior to deadline if external entities involved, 10 day prior if only dept involved)											X			X									
RA reviews grant documents for adherence to sponsor's guidelines, completes PAF, obtains signatures, forwards to Med School Admin														X	X								
Med School Admin Grants Office reviews grants, returns requests for revisions to RA, and forwards grants to DRDA																X	X	X					
DRDA reviews grants, obtains all required signatures, makes multiple copies, submits grants by deadline																			X	X	X	X	X

ATTACHMENT A: STUDY COORDINATOR’S RESPONSIBILITIES

ACTION	Business Days Prior to Grant Deadline																						
	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
Study Coordinator (SC) notifies Research Administrator (RA) of decision to submit grant	X																						
If SC compiles grant materials:																							
SC asks RA for direction when obstacles encountered, and SC works with PI to complete application materials	X	X	X	X	X	X	X	X	X	X	X	X	X	X									
SC gives completed grant to RA for completion of PAF (13 days prior if external entities involved; 10 days if only dept involved)											X			X									
If RA compiles grant materials:																							
PI meets with RA to go over all details of grant (23 days prior if external entities involved; 20 days if only dept involved)	X			X																			
RA completes grant documents and obtains PI’s approval (13 days prior if external entities involved; 10 days if only dept involved)											X			X									
RA reviews grant documents for adherence to sponsor’s guidelines, completes PAF, obtains signatures, forwards to Med School Admin														X	X								
Med School Admin Grants Office reviews grants, works with RA on revisions, forwards grants to DRDA																X	X	X					
DRDA reviews grants, obtains required signatures, makes multiple copies, submits grant by deadline																			X	X	X	X	X

ATTACHMENT A: RESEARCH ADMINISTRATOR'S RESPONSIBILITIES

Business Days Prior to Grant Deadline →

ACTION/RESPONSIBILITIES	23	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
If Study Coordinator (SC) compiles grant materials:																							
Research Administrator (RA) provides direction when requested and works with SC to ensure completion of application materials	X	X	X	X	X	X	X	X	X	X	X	X	X	X									
RA accepts completed grant from SC (13 days prior to deadline if external entities involved; 10 days prior if only dept involved)											X			X									
If RA compiles grant materials:																							
RA meets with PI in an on-going basis to request materials and compiles documents	X	X	X	X	X	X	X	X	X	X	X												
RA gives completed grant to PI for signature (13 days prior if external entities involved; 10 days prior if only dept involved)											X			X									
RA reviews grant documents for adherence to sponsor's guidelines, works with external entities, completes PAF, obtains signatures, forwards to Med School Admin														X	X								
Med School Admin Grants Office reviews grants, works with RA on revisions, forwards grants to DRDA																X	X	X					
DRDA reviews grants, obtains required signatures, makes multiple copies, submits grants by deadline																			X	X	X	X	X