



Process: Department of Family Medicine Grant Submission Process

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Scope: General guidance for the preparation, submission, and processing of proposals is contained in the below document. Effective avenues of communication will be a key to success in submitted grant proposals on time and within budget. This document is designed to be useful to those interested in applying for grants through the Department of Family Medicine (DFM) with budget periods beginning on or after June 15, 2015 and awards receiving supplemental funds on or after that date.

What Defines a Grant: A grant is departmentally defined as the request of any funding from an external (outside of Indiana University) or internal (within Indiana University) agency or organization. This does not include philanthropic funding requests (e.g., Bill & Melinda Gates Foundation). There is no minimum dollar amount.

Process:

- 1) Funding opportunities will be sent from the Grants Coordinator to the Department of Family Medicine email distribution list. The process and **Notification of Interest** can be found on-line through the DFM intranet on the faculty information tab and the staff information tab at <http://family.medicine.iu.edu/intranet-container/intranet-homepage/>.
- 2) When a principal investigator (PI) identifies interest in a grant (from the funding opportunities emails or other sources) the PI should submit the **Notification of Interest form** to fmgrants@iupui.edu. This will serve to notify the Department of the PI's intentions. Early notification will allow the Grants Coordinator to provide the most efficient support. Coordination with other DFM faculty may be provided by Grants Coordinator if multiple faculty are applying for a limited submission, etc.
- 3) Timeline for Submission – Grants Coordinator will send an email to include a timeline for submission dates and needed templates. Should the PI have any questions or need additional information for the specific grant after submitting the **Notification of Interest form**, please contact the Grants Coordinator at fmgrants@iupui.edu. If necessary, the Grants Coordinator may contact ORA or the Agency directly for additional clarification to inquiries.
 - 3a. External/Internal Funding Process: The timeline for external funding sources will follow the below guidelines:
 - Final Agency due date
 - ORA due date – 5 business days prior to Final Agency due date (for external funding only)
 - Budget and budget justification submitted to the Department – 3 business days before ORA due date (at minimum). Budget will be submitted in excel template provided.
 - Full proposal submitted to the Department – 2 business days before ORA due date (at minimum).
 - Application/narrative to be submitted in a word document for edits.
 - Other supporting files submitted at this time (LOS, etc.) in a separate document from the application/narrative.

- Late Submissions
 - PIs who submit proposals to Grants Coordinator later than the deadlines described above will be asked to send an email memo including explanation and justification of the delay to the Vice Chair of Research, Director of Finance and Administration, and fmgrants@iupui.edu.
 - Determination will be made if the exception to the process is reasonable. The PI will be contacted via email to confirm or deny the request.
 - If the exception for the late proposal is approved within the Department, the email explanation/memo from the PI will be submitted alongside the proposal to ORA for review.

*NOTE: If this is a limited submission, the PI will receive an initial email from the Grants Coordinator containing the limited submission due date. At the time the proposal is selected to proceed, the PI will notify the Grants Coordinator.

- 4) Upon receipt of ORA submission to the Agency, the Grant Coordinator will forward the ORA notification of submission to the PI with final routed documents (to track any minor formatting changes).
- 5) When the PI receives a decision regarding the specific grant, the PI should send an email to the Department, through fmgrants@iupui.edu, stating the Department has been awarded funding and the PI accepts/rejects the funding through this grant. 99% of the time this will be acceptance, however, there may be times the need to reject monies may occur to comply with other grant guidelines running consecutively.