

UF College of Pharmacy  
 Research Team - Shared Service Center  
 Proposal Submission - Key Information

SSC Use Only	
Proposal #:	
Agreement #:	

Please NOTIFY your research team member at least 30 days prior to the deadline for submission.  
 For more complex proposals (multisite, center, or major program grants) please provide as much notice as possible.

**DUE TO SPONSOR BY:**

**RFA / FOA:**  (PLEASE ALSO PROVIDE COPY)

**PI NAME:**

**DEPT:**

**TITLE:**

**SPONSOR:**

**START DATE:**

**LENGTH OF AWARD:**

**COLLABORATORS OUTSIDE UF:** Please list investigator and institution name

**UNPAID COLLABORATORS:**

**Key UF Personnel to have paid effort:**

NAME	EMAIL	EFFORT %

**Other Non-Key Personnel to have paid effort:**  
 e.g. Post Doc, Grad Students, Lab Technicians, Paid Consultants, etc.

NAME	EMAIL	EFFORT %

**ANIMALS:** YES NO  
**HUMAN SUBJECTS:** YES NO  
**BIOHAZARDS:** YES NO  
**RECOMBINANT DNA/RNA:** YES NO  
**COST SHARING:** YES NO  
**GRAD STUDENT TUITION:** YES NO  
**GRAD STUDENT STIPEND:** YES NO

**KEYWORDS:**

**F&A RATE:**

## **Timelines for College of Pharmacy Grant Submissions:**

### A minimum of 30 days before the agency deadline:

- Notification of intent to apply with agency
- RFA/Agency application info
- Title of grant submission
- List of projected project personnel (key persons clearly identified), their anticipated effort, and contact information so bio-sketch and conflict of interest forms can be requested by the research team
- Subcontract collaborator (s) info including contact information at collaborating institution

NOTE: The majority of above information can be provided in the College of Pharmacy Shared Service Center Proposal Submission form

### At least 14 days ahead of the agency deadline:

- Finalized effort for all personnel for building budget
- All required budget documentation from collaborating institutions including their R&R budget, budget justification, and consortium letter of intent signed by their institution's authorized official

### At least 7 days ahead of the agency deadline:

- All finalized bio-sketches
- All required conflict of interests forms
- Chair approval obtained on final submission budget

### No later than 3 days ahead of the agency deadline:

- All finalized documents for submission required for upload

### No later than 2 days ahead of the agency deadline:

- Submission will route for Department, College and DSP for review

### **Notes:**

The team will make every effort to get all grants out the door, however, adherence to this schedule is critical to assure that they have adequate time for review as well as assembly of the grant.

Please be mindful that for most deadlines each staff member is working on several faculty members' grants, as well as addressing post award issues.

DSP has a firm deadline of 2 days prior to the submission deadline. Any late applications will not be reviewed and could be rejected at the agency level. This has happened in at least one instance in the College in the past year as the application was missing required information.