

Extramural Research Budgeting and Review Services

I. Deadlines

The Research Division (RD) offers budgeting support, feedback, and editing support for grant proposals.

- For assistance with budgets, faculty should contact the Research Administrator (grants@jou.ufl.edu) *three (3) weeks* before the submission deadline.
- For assistance with administrative sections (organizational information, facilities, equipment, etc.), faculty should contact the Research Administrator (grants@jou.ufl.edu) *two (2) weeks* before the final sponsor deadline
- The greater the time provided to the Research Administrator to assist you with your proposal's preparation, the more thorough the internal review will be.

II. Proposal development

The PI and RD will work collaboratively on the development of proposal. Below is a summary listing of shared responsibilities.

PI is responsible for the development of proposal documents, including:

- Budget: PI will provide effort estimate and list of costs to be included in the budget; RD will prepare a budget draft
- Budget justification: PI will draft; RD will provide template language upon request
- Letters of support: PI will initiate contact to request letters; RD will follow up to collect letters and provide sample letters upon request
- Letters of Intent (consortiums): PI will inform RD and provide scope of work, consortium contact, and budget; RD will coordinate and process the letter
- Conflict of Interest Forms: PI is fully responsible to complete the online form; RD will provide consultation upon request
- Biosketches/CV's: PI and study team are responsible for preparing CVs and biosketches; RD will provide sponsor templates and verify that correct template versions are used

The purpose of the RD grants team is to provide technical and routing support. RD will also review proposal submissions for completeness and formatting. All suggestions for revisions will be communicated to the PI, but the RD team will not make any direct changes to the documents. It is beyond the scope of the RD grant support to edit the concepts, project design, technical implementation, relevant institutional resources, or potential external partnerships.