

NIH K99/R00 Submission Timeline

DUE DATE	ACTION(S)	RESPONSIBLE PERSON	COMMENTS
<p style="text-align: center;">March 6, 2026 - April 27, 2026</p>	<p style="text-align: center;">Draft Narrative</p>	<p style="text-align: center;">Appropriate Associate Dean by mission and PI/PD</p>	<p>It is the responsibility of the PI/PD to send draft narrative versions to Dr. Smith for Research applications, Dr. Moneyham for Academic applications, or Dr. Talley for Clinical applications. Do not send draft narratives to GDRM. Please also send to your Mentors and Co-Mentors.</p> <p>Note: When grant applications/research studies are educational in nature and involve recruitment of faculty and/or students, it is the responsibility of the PI/PD to send the draft proposal to Dr. Linda Moneyham for approval PRIOR TO SON ROUTING. ONLY email Dr. Moneyham (moneyham@uab.edu) when this applies to your grant application and please copy esmith3@uab.edu, cotarver@uab.edu, & kgealow1@uab.edu</p>
<p style="text-align: center;">March 11, 2026</p>	<p style="text-align: center;">Planning Meeting with Pre-Award Team</p>	<p style="text-align: center;">PI/PD, Appropriate Chair, GDRM Team</p>	<p>The Planning Meeting is for the GDRM Pre-Award Team to meet with the PI and Department Chair regarding the timeline, guidance summary, GDRM services, and PI roles and responsibilities.</p>
<p style="text-align: center;">April 2026</p>	<p style="text-align: center;">Preliminary Budget Meeting with GDRM Team</p>	<p style="text-align: center;">GDRM Team, PI/PD</p>	<p>The Budget meeting is for the GDRM Team to discuss proposed project personnel, effort, job codes, fringe benefits, FOA restrictions, etc. This meeting is also to ensure that you have a clear vision of budgeted items necessary to conduct your research. If applicable, send email to any identified subawards.</p>
<p style="text-align: center;">GDRM - School of Nursing CTS review Grant Review</p>	<p style="text-align: center;">Grant Application Review</p>	<p style="text-align: center;">ORS Staff, PI/PD</p>	<p>Scholarship peer-review is encouraged at all phases of proposal development from conceptualizing, writing, rewriting, and/or revising a grant submission.</p> <p>This could involve simply reaching out to the ORS to discuss ideas, informal reviews (e.g., reflective peer feedback, the formation of small thinks tanks, etc.) or a more formal review process (e.g., mock reviews, external reviews, etc.)</p>
SON ROUTING / REVIEW (3 Business Days)			
<p style="text-align: center;">April 27, 2026 Documents due to GDRM</p>	<p style="text-align: center;">GDRM will initiate the proposal via myUABResearch</p>	<p style="text-align: center;">GDRM to verify PI/PD and project personnel complete the CIRB/FCOI</p>	<p>The PI/PD must send all documents. The project title and budget must be finalized.</p>
<p style="text-align: center;">April 28, 2026 myUABResearch Routing Initiated</p>	<p style="text-align: center;">GDRM will initiate the proposal via myUABResearch</p>	<p style="text-align: center;">GDRM</p>	<p>Please be on the lookout for a notification from myUABResearch to review the proposal and certify. The proposal must be certified before it continues through the workflow..</p>

April 29, 2026 myUABResearch Workflow	Proposal will continue through the workflow		
Feedback and OSP Review			
May 1, 2026	Receive feedback from OSP	PI/PD	PI will review feedback from OSP and make changes if need to return to GDRM by 06/03/2026 at 5pm.
May 5, 2026 at 8 am	Review, Upload, and Correct Application. Submit Final Proposal to OSP for institutional review and approval	GDRM	<u>PI/PD must be reachable during this review.</u> Application, and ALL Supporting Documents must be sent to OSP.
OSP SUBMISSION			
May 7, 2026	Submit to Sponsor	OSP Officer	GDRM receives confirmation of submission from OSP no later than this date. THIS IS A HARD DUE DATE; NO EXCEPTIONS.

Please note:

- The above deadlines and timeline due dates are firm, and any deviation from this schedule could possibly prevent/delay submission to the sponsor.
- Please provide impact/percentile score as soon as these scores become available as well as the sponsor's summary review of the proposal critiques to determine next steps.

Contract for Submission

- I understand that if the timeline above is not followed, the grant application may not be submitted.
- I understand that if this project is funded while I am teaching courses, I must complete teaching the courses before my effort begins on my new project.
- I agree to provide impact/percentile score as soon as these scores become available as well as the sponsor's summary review of the proposal critiques to determine next steps, *if applicable*.

PI Signature: _____

Date: _____

Dr. Cathy Tarver