

| Standard Operating Procedure | |
|------------------------------|--|
| Title: | Division of Nephrology Extramural Grant Submission |
| Distribution: | Lyn Hambright Jennifer Clendenin Research Group Admin Leads and Division Faculty 09/01/22 FINAL |

BACKGROUND: UAB requires all grant proposals be submitted for review to the Department of Medicine and the Office of Sponsored Programs (OSP) prior to submission to the external sponsor. Based on elements of the application to be submitted, the SOM Dean's Office review may be required as well (cost sharing, CME/CPE, new faculty positions, additional space, transfer in/out). There are specific internal deadlines for these entities. In order to meet these internal deadlines, the Division of Nephrology is implementing its own internal guidelines and deadlines:

1. Submission

- Applications are prepared between the principal investigator (PI) and their administrative representative or the division grant administrator (GA)
- The submission of the application is approved by the Division Director.
- Proposals are reviewed on a first-in, first-out basis. No proposals will "cut the line" unless explicitly approved by the Division Director for truly extraordinary circumstances.

2. Late Submission

- Notifications and/or submission documents received after the deadlines listed below will be reviewed by the Division Director. Continuation of submission after these deadlines will be at the Division Director's discretion.
- In **rare instances**, there is an exception process. The PI must submit a letter request, signed by the PI, Department Chair and Dean, to the Vice President for Research (VPR) detailing the mitigating circumstances of the lateness to vpr@uab.edu. No delegate or per signatures are accepted. If approved by the VPR, the approval should be included in the OSP submission. Exceptions after 12:00 noon the day before the sponsor's deadline will not be considered.
- Submission of grants after the OSP deadlines will not be considered, with no exception letter.

3. ALERTS from OSP

- Shell or empty applications or those that contain placeholder attachments will be returned to the PI as IMCOMPLETE.
- Complete and final proposals received in OSP with less than 1.5 business days in advance of the sponsor's deadline will not be submitted.
- Multi-Project Grants – Due to the volume and complexity of multi-component grants, OSP will require additional review time for these projects.

4. TIMELINE – Notification of Submission to assigned Division of Nephrology Grants Administrator - 1 MONTH PRIOR TO SPONSOR DUE DATE

- PI – Provide sponsor information and deadline
- PI – Provide application guidelines
- In general, grant submissions require a minimum of 1 month notification, except for MPI, DOD,

multiple subaward and other large submission which require a minimum of 2 months. Please inquire on adjusted submission deadlines, as these require additional review time

5. TIMELINE – 1 MONTH PRIOR TO SPONSOR DUE DATE

- GA and PI will meet and establish roles to initiate ASSIST application, for NIH grants, or online application portals used for other funding sources (AHA, DOD, etc.)
- GA and PI will discuss budget requirements, including any guidance from the RFA, and initial budget development and documents needed for subawards, if necessary.
- GA- provide PIs with specific submission deadlines for Division of Nephrology, DOM and OSP routing and a list of required documents.
- GA - If needed, email OSP with the application identifier to request delegate access and access levels
- PI - Create a draft of the budget
- PI - Request required documents from all participants (i.e. Biographical Sketches, Other Support, Letter of Support, subaward documentation from subawardees, etc)
- PI - Update publications in NCBI, then generate an updated link to include in the NIH Biographical Sketch

6. TIMELINE – 14 BUSINESS DAYS PRIOR TO SPONSOR DEADLINE

- PI - Finalize budget and budget justification.
- PI - Provide GA with budget, budget justification, biographical sketch, OS, LOS
- PI – Work with GA to secure subaward documentation as needed.
- GA - Review requested biosketches, check with UAB's CIRB regarding necessary disclosures for personnel
- GA - Complete UAB Extramural Support Checklist and RPL

7. TIMELINE – 10 BUSINESS DAYS PRIOR TO SPONSOR DEADLINE

- PI – Provide all other documents required in grant submission to GA. These should be in FINAL format. (Research Plan Section can be in Current Working Draft)
- GA - Submit signed Extramural Checklist, Responsible Personnel List (RPL), Budget and Budget Justification to DOM for signature

8. TIMELINE – 7 BUSINESS DAYS PRIOR TO SPONSOR DEADLINE

- GA - Submit signed Extramural Checklist, Responsible Personnel List (RPL), and complete submission (with draft Research Plan section if applicable) to OSP.
- GA - Notify OSP that the proposal is ready for Full review (includes: Abstract, Specific Aims, Resources, Equipment, Human subject or Animal component, Multi PI Plan, Bibliography, Data sharing plan, Scope of Work, Research Plan, LOIs, etc.) via NIH ASSIST, NSF FastLane or Grants.gov Workspace. *For non-profit/foundation proposals, the proposed RFA (or RFA link on Checklist) and a completed copy of the application are required.*

9. TIMELINE – 4-6 BUSINESS DAYS PRIOR TO SPONSOR DEADLINE

- OSP - send comments/corrections/questions to the primary and secondary contact persons along with the PI
- PI - send all corrected documents to GA to be uploaded. Any correction found by OSP should be made to the final application
- PI - Final electronic version of proposal should be reviewed by PI for any final edits. No

changes can be made beyond this time.

10. TIMELINE – 3 BUSINESS DAYS PRIOR TO SPONSOR DEADLINE – This is the FINAL due date!

- GA – Perform Application Validation (an electronic systems check for missing or incomplete documents in the application)
- GA – Once validation confirms that there are no errors, notify OSP that the final version of the electronic application is ready for limited review.
- Note – OSP only checks this final version if time permits – OSP submits the proposal to funding agency website.

11. SOP review

- Lyn Hambright, Jennifer Clendenin and research group admin leads

12. Additional Resources

- <https://www.uab.edu/research/home/osp-submission-requirements>
- [https://www.uab.edu/research/home/osp-submission-requirements#due date calculator](https://www.uab.edu/research/home/osp-submission-requirements#due_date_calculator)
- <https://www.uab.edu/research/home/osp-researchers-toolkit/general-information>
- <https://www.uab.edu/research/home/osp-researchers-toolkit/forms/required-documents>