
DEPARTMENT OF PEDIATRICS

Internal Department of Pediatrics Grant Deadline Policy

In response to the changes in [OSP Proposal Submission Requirements effective 1/1/20](#) requiring that OSP receive the complete proposal at least 5 full days business days prior to the sponsor's deadline, we have had to revise our internal Department of Pediatrics submission deadlines to ensure that we are able to comply.

Department of Pediatrics Proposal Submission Requirements Effective January 1, 2020:

Your proposal and supporting documents (i.e., Name of the Funding Agency, Funding Opportunity Announcement and/or Guidelines) must be received by the newly created Peds Administration Grant email inbox (dopgrants@peds.uab.edu) **no later than 8:00 a.m. ten (10) full business days prior to the sponsor's deadline.** Please use this naming convention in the subject line of the email: **PI Name, Funding Agency, Sponsor Due Date and Time.**

Example:

Subject: **Mitch Cohen, M.D., NIH, Due January 31, 2020 at 8 a.m.**

The sponsor's deadline is the date and time cutoff as shown in the funding announcement.

Example:

Sponsor's deadline: Friday, January 31, 2020 at 8 a.m.

Received by Peds Admin email: Friday, January 17, 2020 at 8 a.m.

Once your submission is received by the dopgrants@peds.uab.edu email address, you will receive an auto-reply acknowledgement. If you do not receive this immediate acknowledgement of receipt, please email Geeta Chhabra (gchhabra@peds.uab.edu) and David Ingram (dingram@peds.uab.edu) directly.

Within two business days of submission, you will receive a follow up email from the appropriate pediatric grant administrator indicating next steps. Proposals will be reviewed in the order that they are received.

Although the enforcement of deadlines has changed, our commitment to serve our principal investigators has not. We strive to provide the best customer service possible to ensure that our faculty secure funding in today's competitive environment. We believe that these internal processes will help us assist you in submitting thoroughly reviewed applications to fund the important work that fuels new discoveries that change the outcome for the children of Alabama and beyond.