|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Prime*** |  | | ***Grant Title*** | |  | |
| ***Project Period*** |  | | ***PI*** | |  | |
| ***Federal? PA, RFP, RFA*** |  | | ***OSP Grant Manager*** | |  | |
| ***Agency*** |  | | ***Admin Support*** | |  | |
| ***Non Federal*** |  | | ***PM*** | |  | |
| ***Industry Sponsor\**** |  | |  | |  | |
| ***Submission Deadline*** |  | |  | |  | |
| ***Subcontractors?*** |  | |  | |  | |
| ***Consultants?*** |  | |  | |  | |
| ***Vendors?*** |  | |  | |  | |
|  | | Due | | To whom | | |
| Program announcement or application instructions | | READ, READ, READ | | PI and PM | |
| Program announcement or instructions | | At least 3 weeks prior to submission date | | OSP Grants Manager | |
| Set up project in Click Commerce | | At least 3 weeks prior to submission date | | Request to COI Administrator | |
| FCOI Disclosures (application will not be submitted without COI disclosure) | | ASAP | | uploaded in Click Commerce | |
| Draft SPA | | ASAP | | OSP Grants Manager | |
| Send out request to subcontractors (see list of required documents here). | | At least 3 weeks prior to submission date | | Subcontractors | |
| Draft budget, subs, vendors, personnel, fringe, IDC, Justification  Do you need:  IT Approval  Sole source justification  HVMA and or HPHC data approval  Independent scientific review\*  Statistical review\*  (application will not be submitted without approvals)  \* Generally industry or small foundation-sponsored only | | On-going development, review, may take up to 6 weeks  For independent scientific review, 3 names of experts in the submission area that aren’t involved in the project along with a complete draft protocol. | | PI, Project Staff, OSP Grants Manager  Names and the draft protocol for scientific review go to the OSP Grants Manager. | |
| Final, signed SPA (application will not be submitted without complete SPA) | | At least one week prior to submission date | | OSP Grants Manager | |
| Draft of funding application | | On-going development, review | | PI, Project Staff, OSP Grants Manager | |
| Final, complete funding application, with draft of science | | 5 days prior to submission date | | OSP Grants Manager review | |
| FINAL APPLICATION | | 2 days prior to submission date | | OSP Grants Manager final review; OSP Director submission | |
| Submit IRB forms for review | | Once PI knows project is going to be funded | | IRBNet | |
| Prepare and submit JIT materials (see below) | | Once JIT request is received. | | OSP Grants Manager final review; OSP Director submission | |

|  |  |  |
| --- | --- | --- |
| ***Depending on type of funding you may need to submit*** |  |  |
| Letters of Reference |  |  |
| Letters of support |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| ***JIT-you may be asked to submit*** |  |  |
| Biosketches (PI and other key personnel) |  |  |
| Other support |  |  |
| Human Subjects Education Certificate |  |  |
| Budget (possibly) |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| ***Policies*** | ***Forms*** | |
| https://hphc.jiveon.com/community/harvard-pilgrim-health-care-institute/osp | | https://hphc.jiveon.com/community/harvard-pilgrim-health-care-institute/osp |