|  |  |  |  |
| --- | --- | --- | --- |
| ***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, JustificationDo 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 weeksFor 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 ManagerNames 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 |