**Instructions: Please complete this form, save it for your records, and then email it to Ds. Barbara Carlson Please be sure to cc to the Research Management Coordinator thank you!**

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| --- | --- | --- |
| **Name:** |  | |
| **Today’s Date:** |  | |
| **Your Role on the Project** |  | |
| **Project PI and Department** |  | |
| **Percent time on the project:** | \_\_\_\_ Total \_\_\_\_\_ Funder \_\_\_\_ CON donated | |
| **Type of project (underline):** | Research Education Service Training | |
| **Title of the Project:** | TBD | |
| **Version (underline):** | First Submission Second Submission | |
| **Purpose and Aims of the project** |  | |
| **What agency are you submitting to**? |  | |
| **Is this a Clinical Trial**? (underline) | Yes No | |
| **PA/RFA/RFP/Grant announcement title and number(please provide a digital copy of the call or hyperlink to the call for proposals)**: |  | |
| **Type of grant: (RO1, R21, seed grant, pilot grant):** |  | |
| **Need for F&A waver (requests can only be made if funder specifies a specific F&A):** |  | |
| **Due date/time to Agency**: |  | |
| **Routing: This project requires routing through the Office of Research Services** | Yes No Don’t Know | |
| **Services needed from the Research Office (underline all that applies):** | 1. Grant writing assistance: Would like consultant for Mock Review. 2. Setting up Sooner Track 3. Setting up NIH Assist, grants.gov 4. Uploading documents to funder website 5. Planning a budget 6. Formatting Biosketches 7. Collecting Letters of Support | 1. Assistance with writing the budget justification 2. Other: please specify |

**What to expect next:**

1. Dr. Carlson will review the application and approve your participation (percent time) on this project. This approval must be sought **whether or not you intend to seek funding**.
2. Dr. Carlson and the research office will be available to assist you in preparing the application. So, at the time of submission, please set up an appointment with Dr. Carlson to discuss and coordinate with you on subsequent steps, which will depend on whether funding is involved and on the type of project being pursued.
3. **No grant application can be submitted directly to a funding source (this includes educational/research seed grants, OUHSC department grants, grants from professional organizations, or small foundation grants).** All proposals involving funding MUST be coordinated through the Office of Research Facilitation, the Associate Dean for Research, Associate Dean of Finance, and the Dean. Extramural applications are then coordinated with the OUHSC Office of Research Administration, which handles ALL grants.