

**CWRU School of Medicine Medical Education
Grant Submission Timeline and Policy
January 2023**

Please also review the CWRU [Sponsored Project Submission Deadline Policy](#) for more details. All proposals and LOIs, except the limited exceptions described in the full policy at the above link, must be received by the appropriate Central Pre-award office (OSPA or OG&C) three (3) business days before the sponsor's deadline.

CWRU uses a web-based system called SPARTA for submitting proposals and is the record of all submitted proposals. You will receive an email notification when a proposal is ready for review and approval. To navigate to the funding proposal, click on the Funding Proposal (FP) in blue. After clicking the blue link, you will sign in to SPARTA Grants using your CWRU Net ID and password. Please see [SPARTA Canvas Training](#) and [ORTM website](#) for more information. The Sparta FP must be signed off by the PI and routed to the department, as well as having the proposal in a ready-to-submit state in the third-party portal if it is going to be submitted that way.

At least 6 weeks before the proposal* is due:

- Provide details for the Planned Grants Submission worksheet by completing the Google [form](#)
 - Where applicable, provide the administrative contact names and email for subs by emailing MedEdGrants@case.edu.
- *[Sample NIH grant proposals](#) [NIH Grant Application Instructions](#)*

15 business days before proposal is due:** ***Business days are Monday – Friday; no holidays or CWRU days off are included*

- *Final* excel budget for CWRU and subs (if applicable) created by PI
- *Final* Budget Justification created by PI
- Are there human subjects or animal research involved? If yes, please provide information on approved or pending IRB or IACUC

10 business days before proposal due date in final PDF file format:

- Project Narrative
- Facilities/Resources/Equipment documents
- PHS Human Subjects and Clinical Trials Information, if applicable
 - Study Record
 - Study Population Characteristics
 - Inclusion of Women/Minorities/Children, Recruitment & Retention Plan, Recruitment status, Study Timeline
 - Inclusion Enrollment Report
 - Protection of Human Subjects
 - Data Safety Monitoring Plan
- Vertebrate Animal documents, if applicable
- Select Agent Research, if applicable
- Multiple PI Plan, if applicable
- Resource Sharing Plan, if applicable
- Authentication of Key Biological/Chemical Resources, if applicable
- PHS Study Section Assignment Form (optional)
- Final required documents listed below from subs (if applicable)
 - PHS 398 Face Page: should be signed by the subcontract institution

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- o PHS 398 Checklist
- o SF424 R&R Subaward Budget pages when the submission is to grants.gov
- o Final Subaward Budget Justification (PDF format)
- o Detailed Statement of Work (approved by CWRU PI)
- o Cognizant Agency contact information
- o PHS 398 Initial Budget Period and Entire Budget Period when the submission is non-grants.gov
- o Signed letter of intent to collaborate

5 business days before proposal is due:

- Introduction (required for resubmission or revision only)
- Abstract
- Specific Aims
- Research Strategy
- Bibliography
- Appendix items where applicable and allowed per FOA