



Grant Proposal Preparation and Submission Manual

Greetings SON Researchers and Scholars:

Welcome to our UConn Community of Scholars! This handbook was developed to serve as a reference for faculty and students in the University of Connecticut (UConn) School of Nursing (SON) for the grant proposal preparation and application process.

Our faculty and staff will communicate with you through messages to your UConn email address or those distributed on the SON or SON DNP-PHD listservs. The SON Research Office (RO) website will provide continually updated information, and should be your first stop when thinking about initiating a new grant application. Please be sure to complete the online form to start a conversation about your specific or broad research goals.

The handbook will be updated annually. Recurring meeting listings related to research (SON Research & Scholarship, Grant Prep & Mock Reviews, Doctoral Lunch & Learns, CAMP Brown Bags Lunches, and Guest Lectures) will be listed on the website and by reminders sent via email.

Our research office looks forward to helping you reach your research goals, and we are here to support you each step of the way. If you have any questions, please don't hesitate to contact us.

Best wishes for an exciting year of research and scholarship!

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UConn SON Research Office

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UConn SON Office of Financial Services

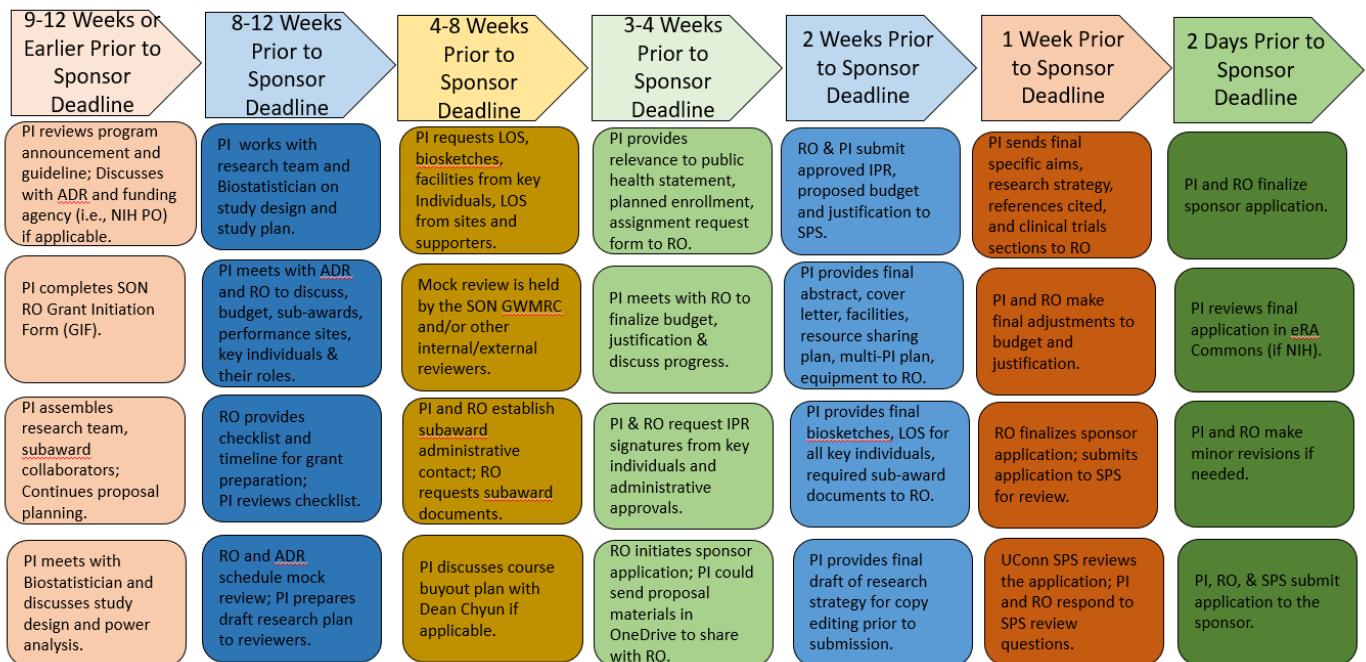
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Pre-Award Process

Grant Proposal Submission Guide (GPS-G)



PI=Principal Investigator; ADR=Associate Dean for Research; NIH PO=NIH Program Officer; SON RO=SON Research Office; GIF=Grant Initiation Form; LOS=Letter of Support; GWMRC=SON Grant Writing and Mock Review Council; IPR=UConn Internal Proposal Review Form; UConn SPS=UConn Sponsored Program Services

Abbreviations:

ADR	Associate Dean for Research
GIF	Grant Initiation Form
GWMRC	SON Grant Writing and Mock Review Council
IPR	UConn Internal Proposal Review Form
LOS	Letter of Support
NIH PO	NIH Program Officer
PI	Principal Investigator
SON BBL	SON Biobehavioral Laboratory
SON GCS	SON Grants & Contracts Specialist
SON OFS	SON Office of Financial Services
SON RO	SON Research Office
UConn SPS	UConn Sponsored Program Services

Phase 1: Proposal Idea and Grant Initiation (9 – 12 weeks or earlier prior to sponsor deadline)

- 1.1. The first step towards any major research undertaking is an idea, and the SON has mechanisms in place to help refine and focus ideas to a research topic. If you have a general idea and would like to discuss, please contact SON ADR (Dr. Cong) for a discussion. The PI may also schedule a meeting with the funding agency (i.e., NIH PO) to discuss the research aims, if applicable.
- 1.2. The SON should be notified **as early as possible** by faculty or students intending to submit a grant by submitting their information on the internal SON webform. The PI notifies the SON research office (RO) using the Grant Initiation Form (GIF) at: <https://nursing.uconn.edu/grant-application-procedures/>. Students should refer to their program handbook to review the role of Major Advisors in this process and the need for approval by UConn SON Research Office for ALL research grants (regardless of dollar amount) prior to submission.

- 1.3. PI, ADR, and grant specialist and staff (Ms. Jill Reinhard and Ms. Katie Huntington) review the announcement/guidelines and discuss timeline and proposal requirements. The RO will create an internal chart that will prefill internal deadlines for pieces of grant applications. This document will be routinely updated as required items are determined ready for submission. Here is an example of the checklist:

Checklist for Application –				Wednesday, November 3, 2021
PI: Sam Researcher				Wednesday, November 17, 2021
Use forms Research Instructions for NIH and Other PHS Agencies Version F				
http://grants.nih.gov/grants/how-to-apply-application-guide.htm#inst				Monday, November 22, 2021
Due Date				1-Dec-21
ITEM	PAGE limits	STATUS	Final Due	Tuesday, November 23, 2021
Descriptive Title	limit title character length to 200 characters, including the spaces between words and punctuation	Required	17-Nov-21	
Cover Letter; Include the names and contact information (name, department affiliation and institution) for referees	Usually 1 page	Required	17-Nov-21	
References - 3 to 5 required to be uploaded in ECommons by the referees.	https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm	Required - Submit in Ecommons prior to due date	Prior to 10/12/2021	
R&R Other Project Information Form				
7. Project Summary/Abstract	Limited to 30 lines of text 11 font ½ inch margins; In addition to research plan, describe career development plan, career goals, & environment	Required	17-Nov-21	
8. Narrative – 2-3 sentences describing relevance to public health	Not counted; 3 sentences	Required	17-Nov-21	
9. Bibliography & Ref Cited	Not counted	Required	23-Nov-21	
10. Facilities and Other Resources	Not counted	Required	17-Nov-21	

- 1.4. PI assembles research team and sub-award collaborators; continues proposal planning; meets with Biostatistician and discusses study design (i.e., design, power analysis, sample size, and data analysis).
- 1.5. PI meets with ADR and staff to discuss budget, sub-awards, performance sites, key individuals, and their roles. PI may also meet SON BBL faculty and staff to discuss measurements of biomarkers and related budget, if applicable. PI review the faculty and staff handbook regarding effort range, cost-sharing, and budget at [Q Drive: Nursing: Faculty: SON By-laws and procedures: Handbooks](#)
- 1.6. PI and RO schedule a mock review for the application. The SON Grant Preparation & Mock Review (GPMR) meetings are held bi-weekly, as a place and community group that provide feedback and input on research and grants at all phases, from idea to a technical mock review using the NIH review format. During this proposal development phase, the PI is invited to present their research to the GPMR group, which is comprised of research faculty and doctoral students. Examples are available from the 2020-2021 meetings (Ms. Katie Huntington).

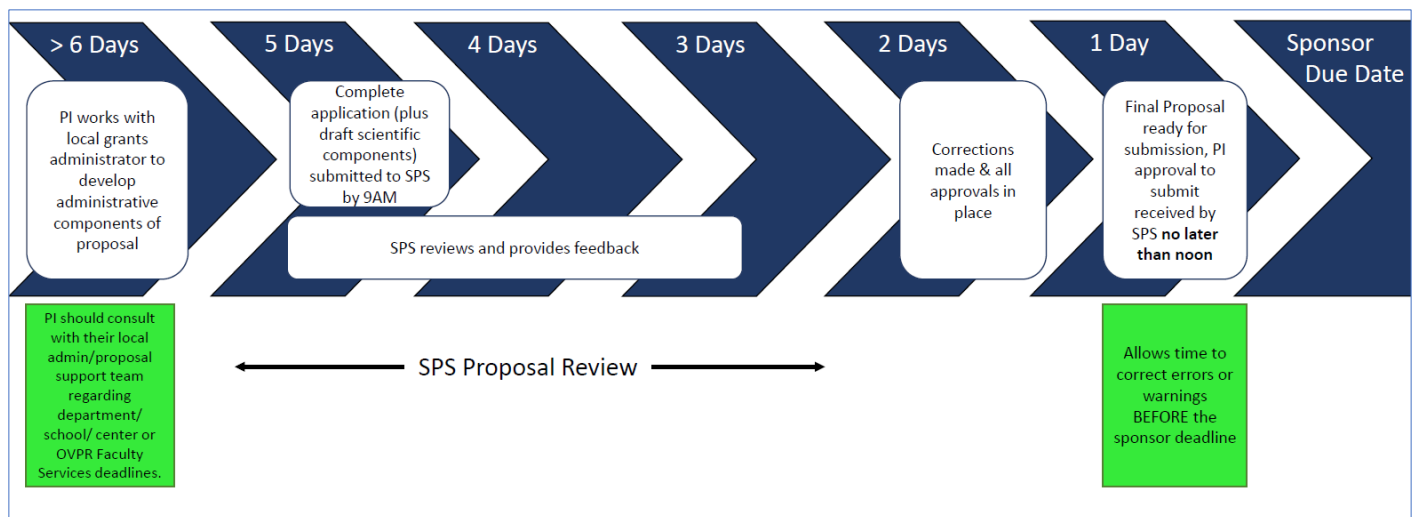
Phase 2: Grant Preparation (3 – 8 weeks or earlier prior to sponsor deadline)

- 2.1. PI requests and collects biosketches, letters of support (LOS), and facilities from co-investigators and collaborators, as needed. RO staff provide support (e.g., templates, formatting) and facilitate the process.
- 2.2. PI writes the ‘science,’ proposal narrative, budget justification, abstract, etc.; If recommended to the PI, in-house copyediting or proofreading services are offered within the SON. Alternatively, OVPR’s Research Development Services (RDS) may also supply proposal editing: [Research Development Services \(RDS\): Proposal Development Services Overview | Office of the Vice President for Research \(uconn.edu\)](#)
- 2.3. Mock review is held by the SON GWMRC (<https://nursing.uconn.edu/research-team/>) and/or other internal/external reviewers. An internal scientific review process is strongly encouraged, particularly for early-stage investigators.

- 2.4. PI revisit the SON Faculty and Staff Handbook regarding course buyout plan; PI may discuss cost-sharing and course buyout plan with the Dean, if applicable; PI receives Dean's approvals during proposal preparation and prior to submission. It is helpful to get approval for the type of grant and buyout potential as early as possible in the process.
- 2.5. PI and RO establish budget and subaward administrative contact; RO requests subaward documents; PI and RO request Internal Proposal Review (IPR) form signatures from key individuals and administrative approvals
- 2.6. PI may choose to send proposal materials in OneDrive to share with the RO and grant specialist; RO initiates sponsor application (e.g., NIH eCommons ASSIST; HRSA grant at grant.gov).

Phase 3: Grant Submission (1-2 weeks or earlier prior to sponsor deadline)

- 3.1. UConn Sponsored Program Services (SPS) office has a strict policy of requiring 5 business days in advance of the sponsor deadline to review the submission and suggest any changes. Please plan to be available during this time as they often require a quick turn-around. See the following guideline from SPS guidelines can be found here: <https://ovpr.uconn.edu/services/sps/proposals/proposal-submission-policy-deadlines/proposal-development-review-and-submission-timeline/>



- 3.2. **Six days (or earlier) prior to sponsor deadline**, PI and RO review final budget, subcontracts, budget justification, bios, LOS, and other application materials including resource and facilities, equipment, human subjects protection, etc. for completeness and communicates with PI if additional corrections or revisions are required. PI prepares the near to final draft of the scientific components of the proposal including abstract, specific aims, research plan, etc. (Microsoft OneDrive is the preferred method for sharing versions of files with members of the grant specialists. A OneDrive folder will be established for each grant application by the RO.)
- 3.3. **Five days (or earlier) prior to sponsor deadline**, RO/grant specialist submits the complete grant package to the UConn SPS for review. PI will receive a confirmation of the review from SPS.
- 3.4. SPS reviews the grant package and may request additional information and/or modifications of the grant materials. The PI and RO/grant specialist will respond to SPS inquires in a timely manner.
- 3.5. **One day (or earlier) prior to the sponsor deadline**, upon SPS approval, the RO/grant specialist supports the PI to submit the grant applicants to the sponsor agency (NIH, HRSA, NSF, etc.) through an appropriate platform.
- 3.6. After the submission, the PI receives a confirmation notice from the funding agency. Some agencies (e.g., NIH) may allow corrections BEFORE the deadline. *Congratulations for the submission and good luck for the grant review!*
- 3.7. Once you receive the summary statement (i.e., NIH application), please notify ADR to review the next steps.

Other SON Resources for Research and Scholarship

1. **Pre-Award and Post-Award Service:** <https://nursing.uconn.edu/research-and-innovation/>
 - Consultation for research design and biostatistics, notice of grant application opportunities, budget and subcontract services, grant review and technical copyediting or proofreading, and grant submission.
 - KFS grant account: Once SPS receives the official notice of award (NOA), SPS and SON Office of Financial Services (OFS and RO will support to set up KFS Account(s) and load the budget.
 - Hiring: SON OFS and RO provide support for hiring research staff including graduate research assistants.
 - Purchasing and travel: SON OFS provides support for purchasing supplies and managing travels. Please follow our business office guidelines for purchasing requests
 - Audits and reports: SON OFS audits each grant account every 60-90 days to review expenses. OFS and RO provide support for annual reports.
2. **Biobehavioral Laboratory (SON BBL):** <https://bbl.nursing.uconn.edu/>
 - Participant recruitment and data collection: BBL at UConn Arjona Building and UConn Health provides support for recruitment, bio-behavioral and physical assessment, bio-sample collection, intervention distribution, and conducting other research protocols. Free parking space is secured for a study participant's visit.
 - Bio-sample storage, management, and analyses: BBL at UConn Beach Hall provides support for bio-sample management, bio-assay, and analyses to promote the use of biobehavioral measures and physiological, genetic, and genomic approach in nursing research.
 - Training: BBL provides bio-behavioral research trainings to faculty and students.
3. **Center for Advancement in Managing Pain (CAMP):** <https://painresearch.uconn.edu/>
 - CAMP provides an inclusive and collaborative infrastructure for academic researchers, trainees, and community stakeholders.
 - Members from across disciplines establish and maintain translational programs of research, implement interdisciplinary pain education, and develop innovative approaches for advancing the practice of precision pain management.
4. **P20 Center for Accelerating Precision Pain Self-Management (CAPPS-M):**
<https://cappsm.nursing.uconn.edu/>
 - The NINR funded CAPPS-M (P20NR016605) at UConn SON aims to advance theory-based symptom self-management interventions, with a focus on pain, and improve pain self-management and health outcomes in diverse populations with acute and chronic pain.
5. **International Center for Life Story Innovations and Practice (ICLIP):** <https://iclip.nursing.uconn.edu/>
 - ICLIP brings together researchers, educators, practitioners, students, historians, and artists from around the world to promote the health and well-being of individuals, families, and communities through written and oral narratives, personal histories, reminiscence, life review, autobiographical memory, and guided autobiographies.
6. **Nursing Innovation & New Knowledge:** <https://nursing.uconn.edu/innovation/>
 - SON is dedicated to discovery and communication of breakthrough and foundational ideas; to translation and collaboration across disciplines and communities; and to positive transformation through research, scholarship, and creative works.

Other UConn Resources for Research

1. UConn SPS Pre-Award

- Office of the Vice President for Research (OVPR) Research Development Service (RDS): <https://ovpr.uconn.edu/services/research-development/proposal-development-services-overview/>
- SPS: <https://ovpr.uconn.edu/services/sps/>
- SPS Pre-Award Training Presentation: <https://content.research.uconn.edu/pdf/storrs/sps/preaward/PreAwardTrainingPresentation.pdf>

2. UConn Research Compliance and IRB – Human Subjects Research

- UConn OVPR research compliance: <https://ovpr.uconn.edu/services/rics/>
- UConn Human Subjects Research IRB: <https://ovpr.uconn.edu/services/rics/irb/>
- UConn OVPR Animal Research: <https://ovpr.uconn.edu/services/rics/animal/>

3. UConn Library- Research Data Services Website: <https://lib.uconn.edu/services/research-data/>

Please contact: **Ms. Valori Banfi**, Sciences Librarian (Nursing & Allied Health), UConn Library
Tel: 860.486.2824, Email: valori.banfi@uconn.edu

4. Institute for Collaboration on Health, Intervention, and Policy (InCHIP): <https://chip.uconn.edu/>

5. Other UConn Research Institutes and Lab Resources

- Center for Open Research Resources & Equipment (COR²E): <https://core.uconn.edu/news>
- UConn's Institute for Systems Genomics (ISG): <https://isg.uconn.edu/>
- Center for Genome Innovation (CGI): <https://cgi.uconn.edu/>
- Computational Biology Core (CBC): <https://bioinformatics.uconn.edu/>
- UConn Statistical Consulting Service (SCS): <https://core.uconn.edu/resources/SCS>
- UConn's Microbial Analysis, Resources and Services (MARS): <https://mars.uconn.edu/>

Commonly Used and Helpful Systems

1. InfoEd:

- Human Subject applications, protocols, and associated supplemental materials are submitted to the UConn Storrs and Regional Campus IRB using the Human Subjects / IRB Module of the UConn InfoEd eRA Portal at <https://www.infoed.uconn.edu>.
- For technical assistance using the InfoEd eRA Human Subjects module, email era-support@uconn.edu or call 860.486.7944. The eRA Help Desk is staffed Monday-Friday, 8:00 AM – 4:30 PM.

2. Lincus

- Use [Lincus](https://lincus.uconn.edu/lincus/cas/landing) to identify faculty around the university who are working on topics that interest you: <https://lincus.uconn.edu/lincus/cas/landing>
- Lincus allows you to run a keyword search on faculty expertise and see how research on a given subject crosses departments, schools, colleges, and campuses.

3. Research Electronic Data Capture (REDCap) System

- REDCap is a secure web application for building and managing online surveys and databases: <https://health.uconn.edu/clinical-research-center/services/informatics-core/redcap/>
- Register by emailing at redcap@uchc.edu.

4. HuskySMS-Safety Management System

- HuskySMS is the Safety Management System powered by BioRAFT: <https://ehs.uconn.edu/huskysms/>.
- HuskySMS provides Safety Training, Employee Safety Training Assessments (ESTA), Training Registration and Records, Online Training Access and Completion, COVID-19 Training, Confirmations and Certificates, Safety Inspections (Communication with EHS, Self Inspections), and IBC Registrations (Submit, Review).

Funding Databases

1. UConn OVPR Funding Opportunities

- UConn Internal Funding Opportunities: <https://ovpr.uconn.edu/services/research-development/internal-funding-opportunities/>
- UConn Faculty Travel Funding: <https://ovpr.uconn.edu/services/research-development/faculty-travel/>
- Limited Submissions Competitions: <https://ovpr.uconn.edu/services/research-development/limited-submissions-announcements/>

2. National Institutes of Health (NIH)

- NIH Guide for Grants and Contracts: <https://grants.nih.gov/funding/searchguide/index.html#/>
The NIH Guide for Grants and Contracts is NIH's official publication of notices of grant policies, guidelines and funding opportunity announcements (FOAs).
- Weekly NIH Funding Opportunities and Notices: <https://grants.nih.gov/grants/guide/listserv.htm>
NIH publishes funding opportunities and notices in the NIH Guide daily. At the end of each week, NIH sends a Weekly NIH Funding Opportunities and Notices email to the NIH Guide LISTSERV summarizing postings.

3. Pivot

- Pivot is the most comprehensive search engine for grant funding opportunities available through state, federal, corporate, non-profit, and foundation sponsors. Pivot is funded through a partnership between the Office of the Vice President for Research and UConn Library: <https://guides.lib.uconn.edu/grants/Pivot>
- Pivot enables researchers to identify potential funding opportunities, receive weekly funding alerts, and identify potential collaborators within UConn and universities around the world using Pivot Profiles. All current UConn students, faculty and staff have access to Pivot.

4. Sherpa Juliet

- Sherpa Juliet in the United Kingdom enables researchers and librarians to see funders' conditions for open access publication. Sherpa Juliet is a searchable database and single focal point of up-to-date information concerning research funders' policies and their requirements on open access, publication and data archiving: <http://v2.sherpa.ac.uk/juliet/>

5. Foundation Directory Online (FDO)

- FDO provides information on more than 70,000 U.S. based private and corporate foundations that fund national and international projects. FDO is funded through a partnership between the UConn Foundation and UConn Library: <https://guides.lib.uconn.edu/grants/FDO>

6. Philanthropy News Digest (PND)

- PND, a daily news service of Candid, is a compendium, in digest form, of philanthropy-related articles and features culled from print and electronic media outlets nationwide. PND publishes RFP (Request for Proposals) listings daily, and the RFP Bulletin summarizes the week's listings every Friday afternoon: <https://philanthropynewsdigest.org/>