

Grant Submission Guidelines for CAS

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When possible, please adhere to these guidelines to both provide yourself sufficient time to prepare a strong proposal and for staff at the Office of Research Services (ORS) to review your material. The goal here is to efficiently utilize the resources available to do our best to submit quality proposals. The second page highlights the recommended lead times for the various proposal elements.

New to Proposal submission or Loyola? Contact your [ORS Research Administrator](#) and get set up in PTAP.

The PI should consider the complexity of the submission and project and plan accordingly. Infrastructure requirements or cost-sharing require more advanced notification. A multi-institution proposal will take more time than a single-PI. Less experienced submitters, or those new to LUC, should discuss the proposal submission process with their Chair, Director, or Dr. Killelea at an early stage in proposal development.

Infrastructure, Facilities, Cost-sharing, and other support (when applicable)

Adequate time is essential. It is not feasible to make significant infrastructure requests at the last minute as this involves the College, Department, Facilities, and ORS obtaining the necessary resources. The PI must discuss any infrastructure needs related to the proposed project **well ahead of submission**. It is important that PIs properly account for improvements or resources (*e.g.*, Course buy-outs or leaves) that will be needed to successfully carry out the proposed project. The PI should initiate this discussion **simultaneously** with their chairperson, Dan Killelea, Assoc. Dean for Grants, and Asim Gangopadhyaya, Assoc. Dean for Resources & Planning. *The earlier the better!*

Early submission of proposal components:

When possible, the PI should initiate the proposal in PTAP and submit drafts of all non-narrative components (*e.g.*, Budget and budget justification) of a proposal or grant submission **two weeks before** the submission deadline. This **does not include the narrative**, program summary, or such related sections. While one is welcome to submit a draft narrative, a simple placeholder document is also acceptable at this stage. This lead time will allow ORS staff sufficient time to review these documents to ensure compliance with the funding agency's guidelines and regulations, and work with the PI to prepare the materials as necessary for submission. PIs are strongly encouraged to contact ORS staff ahead of the 2-week window to notify them of the planned submission.

Please note: The above is for cases where the submission deadlines are known several months in advance, as is common for federal agencies such as NIH or NSF. When the time is short between announcement and due date, or a new opportunity is discovered, a proposer is encouraged to initiate in PTAP and submit the non-narrative components as early as feasible, but the 2-week requirement does not apply. Please contact your ORS grant administrator or Dr. Killelea for assistance.

Timeline

To efficiently process your grant proposal through the Office of Research Services (ORS), please use this timeline and checklist. If this timeline isn't available to you, please initiate your grant proposal in PTAP and contact your [ORS Research Administrator](#) and Dr. Dan Killelea ASAP. Proposal submission is possible even if you don't meet the timeline outlined below, especially if the Call For Proposals was released less than one month before the due date.

>3 months before grant due date:

- (when applicable) Discuss any infrastructure needs (e.g., facilities, laboratory space, cost-sharing) simultaneously with your Chair/Director, Dr. Dan Killelea, and Dr. Asim Gangopadhyaya.
- Discuss any [IRB/Compliance](#) or [IACUC](#) needs with Andrew Ellis

1 – 3 months before the grant is due:

- Initiate your grant proposal in LUC's internal grant system, [PTAP](#).
- Contact your Chair/Director, and Dr. Killelea to discuss your specific grant requirements, if new to you or involves other institutions

>2 weeks before grant due date:

- Work on budget with your ORS Research Administrator. Consider:
 - Facilities and Administrative costs ([F&A rates](#))
 - [Faculty salary charges](#) and [Graduate support](#) to external grants
 - Include proper [fringe benefits](#)
 - Please utilize the LUC [budget template](#)
- Upload and submit your budget, budget justification, and draft narrative (a placeholder file is fine) in PTAP.
- Get all letters of support required from the university (cost-sharing, maintenance of equipment, PhD-granting institution, etc.) ORS should help with getting these letters.

If this timeline isn't available to you, please initiate your grant proposal in PTAP and contact your [ORS Research Administrator](#) and Dr. Dan Killelea ASAP.

When in doubt on a timeline: *earlier is always better!*