

# New Internal Grant Proposal Submission Deadlines

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MASSACHUSETTS  
GENERAL HOSPITAL



HARVARD  
MEDICAL SCHOOL



Gordon Center  
for Medical Imaging

# New Research Management Grant Deadlines Policy

- Research Management's new [Grant Proposal Deadlines Policy](#) goes into effect with the June 7<sup>th</sup> deadline.
- The final version of all **administrative** documents will be due to RM at least **8 business days** before the sponsor deadlines.
- The final **science** will be due to RM at least **3 business days** before the sponsor deadlines.

- The [Research Navigator page](#) for the new policy has a lot of useful information and tools, including checklists of exactly which sections are required for each deadline.
- RM will be firm in requiring final versions by each deadline. Minor tweaks of admin documents will be permitted but absolutely no changes to the budget will be permitted once the final admin docs have been submitted. All eCOIs must be complete in Insight by the 8th business day deadline for admin documents.
- There will be an exception process for grants that cannot make the RM deadlines but very few exception requests will be approved. The PI must first email Dr. El Fakhri and then Dr. Orf to appeal for an exception.
- Any major changes to the admin docs after the 8<sup>th</sup> business day or *any* changes to the final science after the 3<sup>rd</sup> business day will require approval of an exception request from both Dr. El Fakhri and Dr. Orf.

- Meeting the deadline means having the Insight record with the required attachments in our RM pre-award grant administrator's queue by the 8<sup>th</sup> and 3<sup>rd</sup> business day. We must press the submit button early enough to allow the Insight record to go through all the required approvals.
- The new deadlines apply to incoming subcontract proposals as well as proposals in which MGH is the prime applicant institution.
- In order to be able to comply with these new MGB-wide deadlines, the Dept. of Radiology has instituted internal submission deadlines and GCMI has shifted our internal deadlines accordingly.

# GCMC Internal Timeframes to Keep in Mind

**6 WEEKS PRIOR  
TO SPONSOR  
DEADLINE**

- draft specific aims page
- URL for the funding call
- answers to initial questions on GCMC checklist

**5 WEEKS PRIOR  
TO SPONSOR  
DEADLINE**

- Create Insight record with at least Title of proposal and Names of ALL key personnel

**20 business days (no  
less than 15 biz days)  
PRIOR TO SPONSOR  
DEADLINE**

- Insight record completed
- Email final admin sections to assigned GCMC grant admin

**7 BUSINESS DAYS  
PRIOR TO SPONSOR  
DEADLINE**

- Email final Research Plan (i.e. “the science”) to assigned GCMC grant admin

Type*	Deadline for specific aims & admin details to Chris (6 weeks prior to sponsor deadline)	Deadline for creation of Insight record incl title & key personnel designation (5 weeks-i.e. 25 biz days- prior to sponsor deadline)	Deadline for all admin. sections if GCMI Admin is creating ASSIST record (previously 3 weeks -i.e. 15 biz days- prior to sponsor deadline, NOW 4 week-ie 20 biz days-prior to sponsor deadline)	Deadline for all admin. sections if YOU are populating ASSIST record (10 business days prior to sponsor deadline)	Deadline FINAL incl science (7 business days prior to sponsor deadline)	Sponsor Deadline
R43/44 SBIR/STTR new, renewal & resubmission	2/22/2021	3/2/2021	3/9/2021	3/23/2021	3/26/2021	4/5/2021
new Katz R01 mechanism	4/14/2021	4/22/2020	4/29/2021	5/13/2021	5/18/2021	5/26/2021
R01 & U01 new	4/26/2021	5/3/2021	5/10/2021	5/25/2021	5/28/2021	6/7/2021
K new	5/3/2021	5/10/2021	5/17/2021	6/1/2021	6/4/2021	6/14/2021
R21 & R03 new	5/5/2021	5/11/2021	5/18/2021	6/2/2021	6/8/2021	6/16/2021
R01 & U01 resub & renewal	5/25/2021	6/1/2021	6/8/2021	6/22/2021	6/25/2021	7/5/2021
K resub & renewal	5/28/2021	6/7/2021	6/14/2021	6/28/2021	7/1/2021	7/12/2021
R21 & R03 resub & renewal	6/4/2021	6/14/2021	6/21/2021	7/2/2021	7/8/2021	7/16/2021