

**Department of Family Medicine
Grant Proposal Form**

Internal Department Checklist

Please work with the DFM at least 30 days before your grant submission for these approvals

The Grants Manager, Research Director, CFO, ITS Manager, and Statistician may need to sign this document. Please allow a minimum of 48 hours for turnaround time. The completed checklist form must be included with grant proposals submitted to the Department Grants Manager.

According to Department policy, no grant will leave the Department until this checklist form is completed.

Title of Grant _____

Name of PI _____

Name of Project Coordinator _____

Funding Agency _____

Date Grant is Due _____

Grants manager review of budget and justification complete:

Diana Myers - Grants Manager Signature

Date

***Note** - Grants Manager will send to CFO for review

Barb Stransky - CFO signature

Date

Research director review of proposal complete:

Larry Hanrahan – Research Director Signature

Date

***Note** - Research Director will advise regarding ITS and Statistical Support review

ITS review of computer and data support complete:

Justin Knupp - ITS System Manager Signature

Date

Statistical Support complete:

Marlon Mundt - DFM Statistician Signature

Date

Type of grant preparation information that will be needed by DFM support staff

A. Grants Manager - Diana Myers

Review of budget and budget justification

*Grants Manager will send to CFO for review

B. Research Director – Larry Hanrahan

Dates of proposed grant activity

Research Protocol/Educational Plan

Statistical/Methodological Consulting

IRB Process

DFM performance sites proposed for research

List of sites

Support from site directors

Project Personnel

PI and staff position or name _____% of time

_____proposed work dates

Space needs

Budget and budget justification

***Research Director will advise regarding ITS and Statistical Support review**

C. Information Services – Justin Knupp

Decisions will need to be made regarding direct or indirect cost allocations for:

1. Hardware needs (i.e. computer, laptops, PDA, server, data storage)
2. Software needs

Database needs – database creation, management, code books

Security/HIPAA concerns regarding PHI

Access – to computers, accounts/databases, remote access, networks

Training needs

Other

D. Statistical Support - Marlon Mundt

Review of statistical methodology