

CON RESEARCH GRANT PREPARATION SUPPORT

	PURPOSE	PEOPLE	PI PROCESS	TIMING
THINK TANK (OPTIONAL)	BRAINSTORM POSSIBLE DIRECTIONS/METHODS AT THE EARLY STAGES OF PROPOSAL CONCEPTUALIZATION.	FACULTY PI INITIATES THE SESSION. DR. MUELLER COORDINATES. INTERESTED FACULTY ATTEND.	PI OFFERS A BRIEF CONCEPTUAL PIECE (E.G. ABSTRACT OR DRAFT SPECIFIC AIMS) IN WRITING AND ORALLY TO THE GROUP. DISCUSSION ENSUES.	4-6 MONTHS IN ADVANCE OF GRANT SUBMISSION. SUBMIT TO DR. MUELLER AT LEAST 8 DAYS IN ADVANCE.
PROPOSALS IN PROCESS (PIP)	REVIEW AND CONSULTATION ON AN EARLY DRAFT, WHICH MUST HAVE AT LEAST A FULL "SHELL" OF ALL SECTIONS AND SUB-SECTIONS AND CERTAINLY A COMPLETE "AIMS" PAGE AND "OVERVIEW OF STUDY DESIGN". SUB-SECTIONS SHOULD BE LABELED/TITLED AND WELL STARTED AND REFLECT THE AIMS. QUESTIONS/DECISIONS POINTS/PROBLEM AREAS SHOULD BE OUTLINED BY INVESTIGATORS.	PI (AND MENTORS) DISCUSSES PROCESS WITH DR. KELECHI. PI AND CO-INVESTIGATORS, MENTOR(S) SHOULD ATTEND. THREE REVIEWERS, PROBABLY FROM WITHIN COLLEGE, OR OUTSIDERS WITH WHOM WE HAVE "GOOD RELATIONS" WILL REVIEW AND COMMENT. ONE REVIEWER WILL BE A CON JUNIOR FACULTY. INTERESTED FACULTY ATTEND.	PI AND CO-INVESTIGATORS PROVIDE A BRIEF OVERVIEW AND HIGHLIGHT SPECIFIC QUESTIONS THEY HAVE. KEY REVIEWERS PRESENT, THEN GENERAL DISCUSSION ENSUES.	8 WEEKS BEFORE SUBMISSION. SUBMIT DOCUMENT FOR DISTRIBUTION TO DR. KELECHI AT LAST 8 DAYS IN ADVANCE.
RESEARCH FOR LUNCH	MOCK FORMAL REVIEW OF AN ALMOST COMPLETE PROPOSAL (CLOSE TO PENULTIMATE DRAFT) BY KEY INTERDISCIPLINARY REVIEWERS WHO ARE NOT CO-INVESTIGATORS ON THE PROPOSAL (FROM CON AND FROM OTHER COLLEGES AND DEPARTMENTS). OCCASIONALLY ARRANGEMENTS ARE MADE FOR A NATIONAL OR INTERNATIONAL EXPERT. CO-INVESTIGATORS AND MENTORS ARE TO REVIEW THE DRAFT AND WORK WITH PI TO INCORPORATE THESE COMMENTS INTO THE DRAFT PRIOR TO DISTRIBUTION TO REVIEWERS.	PI INITIATES. DR. KELECHI COORDINATES - INVITES 3 KEY REVIEWERS (SELECTION DONE IN COLLABORATION WITH PI). ONE IS A CON JUNIOR FACULTY. MS. VINING SCHEDULES AND DISTRIBUTES FLYER; FUNDING MECHANISM AND PROPOSAL DRAFT SEND O FACULTY PLANNING TO ATTEND. CO-INVESTIGATORS AND MENTORS ARE STRONGLY URGED TO ATTEND RFL.	PI SENDS DR. KELECHI THE PROPOSAL AND LINK/FILE OF THE FUNDING CALL 8 DAYS PRIOR TO SCHEDULED RFL. SHE COORDINATES WITH MS. VINING AND KEY REVIEWERS. SHE AND THE 3 KEY REVIEWERS REVIEW IN DETAIL. FACULTY ATTENDEES ARE URGED TO REVIEW (OR MINIMALLY, SCAN) THE PROPOSAL.	4 WEEKS BEFORE SUBMISSION (AND 7-8 WEEKS IF OUTSIDE REVIEW IS REQUESTED BY SCTR. SUBMIT DOCUMENT FOR DISTRIBUTION TO DR. KELECHI AT LEAST 8 DAYS IN ADVANCE.
MENTOR CONSULTS (REQUIRED)	MENTOR REVIEW THROUGHOUT THE PROPOSAL DEVELOPMENT PROCESS.	PRIMARY CON RESEARCH MENTOR AND OTHER MENTORS AS NEEDED (E.G.... CONTENT AND/OR METHODS) DR. KELECHI AVAILABLE FOR CONSULT.	PI KEEPS MENTOR(S) ADVISED AND INITIATES CONSULTS.	AS NEEDED
REVIEW OF REVIEWS (REQUIRED)	REVIEW COMMITTEE COMMENTS TO ASSESS NEEDED IMPROVEMENT AN NEXT STEPS.	PI (AND INVESTIGATOR TEAM IF DESIRED) CONSULTS WITH DR. KELECHI.	MEETING WITH DR. KELECHI AND OTHERS IF DEEMED APPROPRIATE	2 WEEKS POST REVIEW AVAILABILITY.

** Each PI must schedule a POP or a RfL. The PI can do both, but both are not required. Discuss Exceptions with Dr. Kelechi.