Dear Research Faculty Colleagues,

Attached to this letter you will find two documents regarding policies and guidelines for members of the KEC faculty, who plan to submit a grant application to an external funding agency.

The first document illustrates the timelines for submitting an external grant (either paper or electronic). The second document outlines the Department’s guidelines for those of you wishing a formal pre-review of your application. New investigators or investigators submitting for the first time are strongly encouraged to have grant applications pre-reviewed before they are submitted to a funding agency.

By way of definition, an external grant application is an application to ANY agency that is not a department or program within the University of Michigan, e.g., an application to the Midwest Eye Bank is an external application.

If you plan to submit an external grant application, please do the following well in advance (weeks, not days) of the submission deadline:

1) Determine the date by which the application must be received by the funding agency
2) Contact Deb Eadie (eadie@umich.edu) and/or Erika Hauff (ejhauff@umich.edu) and tell them:
   a) the funding agency (NIH, FFB, RPB, etc).
   b) the agency’s deadline for receiving the application
   c) the award type (e.g., K, R, F, private foundation, etc).
3) Then, plan your submission according to the timelines on the attached document.

Deb and Zoe DO NOT have the authority to process or submit late applications. Don’t ask; try again for the next deadline.

Sincerely,

Paul R. Lichter, MD
F Bruce Fralick Professor of Ophthalmology,
Chair and Professor
Department Ophthalmology and Visual Sciences
**DEPARTMENT OF OPHTHALMOLOGY AND VISUAL SCIENCES**  
**TIMELINE FOR SUBMITTING AN NIH (or other external) GRANT APPLICATION**

Grant applications are rarely submitted as paper documents. However, if you are submitting a paper application, below is the time line you must follow.

<table>
<thead>
<tr>
<th></th>
<th>To Deb/Erika</th>
<th>To Med School</th>
<th>To DRDA</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>ADMIN SHELL</em></td>
<td>10 days before the deadline</td>
<td>7 days before the deadline</td>
<td>Routed from Med School</td>
</tr>
<tr>
<td><em>FINAL GRANT</em></td>
<td>1 day before the deadline</td>
<td>NA</td>
<td>NA (unless DRDA is mailing)</td>
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</tbody>
</table>

More typically, electronic applications are uploaded to the DRDA, who then upload the applications to the funding agency. If your grant will be an ELECTRONIC SUBMISSION, below is the time line you must follow.

<table>
<thead>
<tr>
<th></th>
<th>To Deb/Erika</th>
<th>To Med School</th>
<th>To DRDA</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>ADMIN SHELL</em></td>
<td>15 days before the deadline</td>
<td>10 days before the deadline</td>
<td>Routed from Med School</td>
</tr>
<tr>
<td><em>FINAL GRANT</em></td>
<td>4 days before the deadline</td>
<td>NA</td>
<td>4 days before the agency deadline</td>
</tr>
</tbody>
</table>

*The ADMINISTRATIVE SHELL consists of:*  
- Face page  
- Key personnel  
- Final Budget  
- Budget justification  
- Resources  
- Abstract  
- DRAFT of the Specific Aims, Background and Significance, etc.

#The FINAL GRANT is the final and complete narrative, including the Abstract, Specific Aims, Background and Significance, Progress Report/Preliminary Data, Research Design and Methods and Reference List.

PLEASE NOTE THE KEY TIMES AT WHICH YOU MUST PROVIDE DEB AND ERIKA THE MATERIALS RELEVANT FOR YOUR APPLICATION!!
Department of Ophthalmology and Visual Sciences
Guidelines for the internal review of grants

These guidelines are designed specifically to improve the competitiveness of grants submitted by new/junior faculty, more senior faculty submitting their first NIH grant or faculty having difficulties in acquiring grant funding. Compliance is voluntary, but strongly recommended.

These guidelines were developed specifically with NIH funding mechanisms in mind, but it should apply equally to any substantive application submitted to private foundations. Further, although a specific time line is outlined below, rather than meeting specific target dates, it is more important that prospective applicants engage in the process of having their grant applications pre-reviewed internally.

The guidelines consist of three steps:

1) **Three months** prior to the submission date, the PI should have a ‘chalk talk’ with selected senior faculty. This time will be spent describing the ‘big picture’ and detailing the proposed Specific Aims.

2) **Six weeks** prior to the submission date, the PI must have a complete draft of the application prepared for review by representatives from an outside consulting firm on retainer to the department for reviewing applications (if such is available) and by senior faculty colleagues.

3) **Three weeks** prior to the submission date, the grant should be in near-final form. At this time the PI should request a formal review by senior faculty colleagues, preferably current members of NIH study sections.

If a grant is not funded and a revised application will be submitted, the above process should be repeated, with the exception that three months prior to submission, instead of a chalk talk, the PI meet with selected senior faculty to discuss the Summary Statement from the previous application and develop strategies to address the reviewers’ criticisms. It is expected that the PI will also consult with representatives of the outside consulting firm regarding the summary statements.

If a PI would like a grant application reviewed externally, the Department will allow this and agree to pay the reviewer an honorarium in return for this service to the Department.

Also, the Biomedical Research Council in the medical school is piloting a grant pre-review service. For more information on this service, go to: [http://www.med.umich.edu/medschool/research/support/grant-prereview.htm](http://www.med.umich.edu/medschool/research/support/grant-prereview.htm).