



**DEPARTMENT OF MEDICINE**

**Advance Notice Timelines for Grant Submissions**

The purpose of this policy is to facilitate effective and efficient coordination of grant submissions and to help ensure the best possible submission support for investigators in the Department of Medicine (DOM).

Principal investigators (PIs) who intend to submit a grant application, with a due date on or after April 1, 2025, through DOM will notify the department's Sponsored Project Administration (SPA) services according to the following **advance notice** timelines:

- 12 weeks prior to the sponsor's deadline for large-scale/complex proposals (e.g., Center or Research Program Project grants, multi-site clinical trials, T32, HRSA, grants with subcontracts and/or industry partners)
- 6 weeks prior to the sponsor's deadline for other proposals

In the event that a grant submission does not meet these timelines, the PI must provide a justification with approval from their Division Chief/Unit Director and the DOM Vice Head of Research at the time of requesting submission support from the department's SPA services.

When initiating the grant submission support request, please provide the following information as applicable:

- Program announcement/RFA (PDF or URL)
- List of key personnel and their UIC home unit
- Names of subcontract institutions

Advance notice and requests for grant submission support should be sent via email to [DOMSPA@UIC.EDU](mailto:DOMSPA@UIC.EDU).

Effective date: 12/16/2024