Office of Nursing Research and Innovation (ONRI)

VILLANOVA UNIVERSITY
M. Louise Fitzpatrick College of Nursing
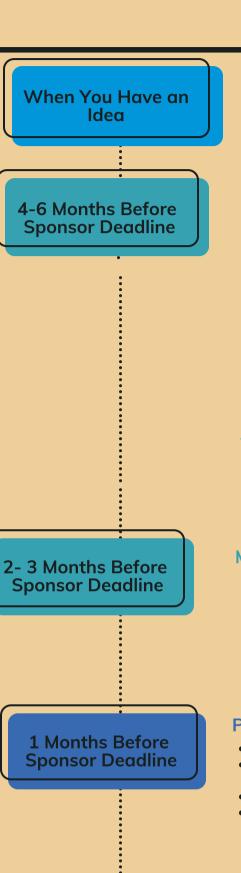
Administrative Process for Submitting Grant Applications to External Funding Sources

Please click here for detailed timeline

When You Have an Idea

Notify ONRI of Interest in Opportunity
- Complete the Proposal Submission Notification Form.
- Search Pivot-RP to identify funding opportunities.
- Engage University resources (e.g., Villanova Institute for Research and Scholarship).

4-6 Months Before Sponsor Deadline

Begin Proposal Development Process
- If course buyout will be requested, notify the Dean, Vice Dean for Academic Affairs, and relevant Undergraduate or Graduate Associate Dean(s).
- Meet with the ADRI to review proposal timeline.
- Develop and refine research objectives and project plan.
- Contact the program officer/scientific official for the funding announcement to confirm alignment with the sponsor's strategic plan and interests.

Meet with ADRI to Review Proposal
- Meet with the ADRI to review the proposal timeline.
- Review application required supporting material.
- Provide application material to the Deployed Research Administrator (DRA).

Write Proposal
- Develop the proposal outline.
- Start writing.
- Send the proposal draft for review to the ADRI.
- Revise the proposal.

2- 3 Months Before Sponsor Deadline

Mock Review, Editing & Statistical Support
- DRA will start to gather admin documents (i.e. biosketch, current/pending support, letters, etc.) from list of Collaborators and Key Personnel provided by PI.
- Schedule meeting with statistician for review and editing if requested (optional).
- Send the proposal to onri@villanova.edu for an internal mock review (optional but strongly recommended).

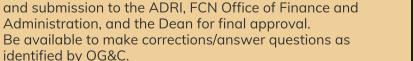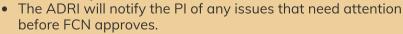**1 Months Before Sponsor Deadline**

Prepare Final Documents
- Subaward documents are due.
- Send the completed proposal documents to the ONRI Coordinator for editing if requested (optional).
- Finalize all proposal documents (e.g., budget, narrative, etc.).
- **DRA must be notified of a new proposal at least 3 weeks before the sponsor's deadline;** if not, the Dean and ADRI will have to determine whether the ONRI can assume the DRAs role to facilitate an on-time submission.

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2 Weeks Before Sponsor Deadline

Submit the Proposal for Review and Sign-Off
- Budget must be final.
- All materials (proposal narrative, supporting materials, budget, and budget justification) must be sent to the DRA for assembly and submission to the ADRI, FCN Office of Finance and Administration, and the Dean for final approval.
- Be available to make corrections/answer questions as identified by OG&C.
- The ADRI will notify the PI of any issues that need attention before FCN approves.
- **Final documents and approved Cayuse SP record are due to OG&C 3 days before the sponsor's deadline for required institutional review/approval.**

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2 Days Before Sponsor Deadline

Submit Proposal to Sponsor
- DRA will submit to sponsor.
- PI will review the proposal in the sponsor's platform and correct system errors and resubmit (if necessary).
- **Celebrate!**

Email ONRI@villanova.edu with questions or for more information!