The Ohio State University Comprehensive Cancer Center
Grants Submission Deadline Policy

The Ohio State University Comprehensive Cancer Center (OSUCCC) is committed to becoming a Top 10 cancer center as measured by NCI funding. This will require growth in our membership and all our existing and new members will need to be submitting high quality grants if we hope to meet our objective. In order for applications to: 1) have the best chance for success, 2) be compliant with all guidelines as specified by the funding agency, and 3) be as error-free as possible, we need to assure that our GM staff have adequate time to provide quality service.

We have seen tremendous growth in both grant submittals and awards. Both our grants management staff, as well as our partners in the Office of Sponsored Programs cannot provide quality service without adequate notification. Therefore, we are issuing the following guidance for the grant submission process.

1. Notification of intent to submit a grant must be made through the CCC Grants Submission Portal. This is a quick process that assures that the PI and GMO are aware of all the necessary components of a given submission.

2. **Notification of Proposal Submission Intent**:

    We encourage you to let your GM know as far in advance as possible that you will be submitting a grant, but following are the minimum time frames required to assure that your grant will be submitted on time:
    a. **Two Week** notification in advance of due date for:
        i.   Single-project research grants (e.g., R01, R21, R03) that do not involve subcontracts, &
        ii. Career awards (e.g., K99/R00, K22) that do not involve subcontracts, &
        iii. Foundational grants that do not involve subcontracts.
    b. **Three Week** notification in advance of due date for:
        i.   Single-project research grants that involve subcontracts, &
        ii. Single-project research grants that involve Human Subjects.
    c. **Four Week** notification in advance of due date for:
        i.   All fellowship grants or any grant opportunity that does not pay full tuition.
    d. **At least Three Month** notification in advance of due date for:
        i.   Multi-project grants (e.g., P01, P50) and institutional training grants (e.g. T32).
        Note: large multi-project grants take significant planning usually a year in advance. If you are interested in submitting such a grant, you should contact Amanda McFarland.

    For all proposals: while the deadlines above will be adequate for the vast majority of the proposals, there can be funding opportunities or circumstances that require additional time. Therefore, please notify your grants manager as soon when as you decide that you will be submitting a proposal. All proposals entered through the CCC Grants Submission Portal are placed into a queue that is monitored regularly. This not only allows the grants management team to constantly know how many possible submissions will go out for each deadline and plan appropriately, but also helps us track if additional staff need to be hired to meet the demand.

3. **Submission of Final Budget**: The budget and budget justification must be finalized at least **three business days** before the due date.

4. **Proposal Documents**: All proposal components must be finalized and emailed to your grants manager **two business days** before the due date.

5. **Business Hours**: The CCC Grants Office and OSP offices close at **5 p.m**. Proposals that are not completed because budget or proposal documents were submitted after business hours on submission deadline days may not be submitted by the sponsor's deadline.

These internal deadlines will enable the grants management team and our OSP colleagues to better assist you and dedicate sufficient time and attention to every application. This will also reduce the risk of an application not being submitted on time because of errors or systems being temporarily unavailable. If you have questions or concerns, please contact Ted Yank, Senior Director of Research Operations at Theodore.Yank@osumc.edu.

We look forward to and appreciate your cooperation with this policy. The grants management team takes much pride in their work and strives to submit quality applications that are easy to read and complete in every way. They strive to submit the "perfect" grant and appreciate your partnership moving forward.