

	Subject: HARTFORD HEALTHCARE POLICY ON: Grant Applications Submission	
	Original Date: September 3, 2009 Revision Date(s) October 1, 2013 June 6, 2018 Review Date: November 2, 2020	Approved By: DocuSigned by:  November 2, 2020 <hr/> Lizbeth Roper, MHS Director of Research

Purpose:

To establish procedures for submitting external grant applications for research projects administered by Hartford HealthCare (HHC) in accordance with regulatory and institutional requirements.

Scope:

This policy applies to *all* Federal, State and Foundation grant applications, regardless of sponsor.

Policy:

All research grant applications must be processed through HHC Research Institute – Grants and Contracts. Grants and Contracts will review and submit applications in accordance with HHC policies and sponsor requirements. Investigators may not submit applications on behalf of HHC without going through Grants and Contracts. **NOTE:** A Principal Investigator on a primary grant is not allowed to be the same Principal Investigator on a subaward.

Responsibilities:

The Investigator is responsible for:

1. Preparing grant applications in accordance with sponsor, regulatory and HHC requirements.
2. Adhering to the deadlines outlined in this policy.
3. Sign a written NIH PI Assurance form.

Grants and Contracts is responsible for assisting Investigators with preparing and processing grant applications administered by HH in compliance with sponsor terms and HHC requirements.

Procedures:

Application Submission Process

1. Notify Grants and Contracts of a planned grant submission **6 to 8 weeks** in advance of the application due date by completing and returning the Grant Application Pre-Submission Form.
2. Notify Grants and Contracts on the Grant Application Pre-Submission Form if a grant involves sub-contracts to another institution, is a large multi-project proposal, or involves investigators from other departments.
3. Submit application with all required documents to Grants and Contracts for review at least 10 business days before the sponsor's deadline.
4. The grant application must be finalized and submitted to Grants and Contracts at least 5 business days before the submission deadline.

Grants and Contracts will:

1. Review the pre-submission form and application proposal for compliance with sponsor and HHC policies and requirements.
2. Assist Investigators with uploading electronic grant application and routing through the appropriate HHC channels.
3. Collect signed NIH PI Assurance Form.
4. Review, validate and forward final application to signing official for approval and submission to the respective sponsor.

Late Proposals

Every effort will be made to review and process all applications received by Grants and Contracts prior to sponsor deadlines. However, timely submission of applications cannot be guaranteed if final applications and all required documents are not received at least 5 business days before the sponsor's deadline. The signing official will be notified of late applications and will have the final decision on whether the sponsor's deadline can be met.

Time-line for External Grant Submissions

Form	Submit to Grants and Contracts
Grant Application Pre-Submission Form	Recommended 6 - 8 weeks before sponsor deadline
Grant Application	At least 10 business days before sponsor deadline with required documents – abstract, detailed budget, budget justification and bio-sketch.
Final Grant Application	Completed final application – at least 5 business days before sponsor deadline.

Definitions:

External Grant Application – any direct or sub-contract application to a Federal, State or Foundation sponsor, regardless of the award amount.

Investigator - the project director or principal investigator and any other person, regardless of title or position, who is responsible for the design, conduct, or reporting of research.

Sponsor – an entity, such as a pharmaceutical or device company, private organization, academic institution, or government agency that initiates, manages, or finances a research project conducted at HHC.

Attachments:

- A. Grant Application Pre-Submission Form
- B. NIH PI Assurance Form

Related Policies:

Financial Conflicts of Interest in Research Policy
Research Account Management Policy