



Research Grant Application Timeline

3-4 weeks prior to submission deadline

Submit your research proposal to at least two external peer reviewers for scientific review, please find below the link to available peer reviewer: <u>Peer Reviewer list</u> or peer reviewers at <u>O'Brien Institute for Public Health</u>

2 weeks prior to submission deadline

- Submit below documents to RO for the Dean's review and endorsement:
 - ✓ Research proposal,
 - ✓ 2 signed <u>Internal/External Peer Review Feedback forms</u>, and
 - ✓ Research Funding Application Approval (External grants)

1 week prior to submission deadline

• For external grants, RO submits your proposal to UC Research Services (main campus) for basic review of the application and secure institutional endorsement

Unless otherwise noted, the Research Office has a standard internal deadline of two weeks in advance of the funding agencies' deadlines.

When you work backwards from the RO deadline and include all review opportunities, you need to have your grant application completed at **least 1.5 months** in advance.

Note:

- All UCQ led research funding applications have to undergo an <u>external peer-review</u> <u>process</u>. Unfunded research involving human subjects also requires peer review.
- The Department Head and Dean will not sign off on funding applications that have not undergone the <u>external peer review process</u>.
- A minimum of **two** peer reviewers is required.
- The Principal Investigators are responsible for identifying suitable peer reviewers. Please find below the link to the peer reviewer list:
 - Peer Reviewer list, and
 - O'Brien Institute of Health (you need to become a member)