GRANT REVIEW FORM

Please complete all appliable fields and submit to admin@cvre.org

<mark>To be read in conjunction with instructions and deadlines on **page 3**.</mark>

PI Name _____   Email _____

VA Title _____   Service Line _____

Have you previously served as a CVRE PI?

Application Details:

Proposal Deadline: _____

Application is: Type:

Project Short Title (< 3 words): _____

CVRE is: Project Period: _____

Funding Sponsor: _____   Sponsor PI: _____

Prime Sponsor (If Applicable) _____

Sponsor Indirect Rate Cap: _____

Relevance to VA Mission:

Proposal Guidelines (Link or Click to Attach Documents):

Contacts:

Type:	Name:	Email:
CVRE/VA Study Coordinator		
Sponsor Contact		

Resources (non-personnel):

Check all that apply:

Imaging   Pharmacy   Lab Services   Data Team/Stats Support

Human Subjects   Animal Laboratory   Other

Rev 3.2024

Subcontracts?   How many?   Consultants?   How many?

Planned Study Personnel:

VA/CVRE:

Name:	Role:	VA/CVRE:	Effort: (%)

I understand that CVRE has a series of deadlines per **Submission Deadlines** on page 3. Failure to provide materials to CVRE in accordance with these deadlines <u>will</u> result in the non-submission of my proposal.

Drafts Deadline:

Final Documents Deadline:

Final Submission:

Principal Investigator Signature   Date

<div align="center">CVRE OFFICE USE ONLY</div>

Form received date _____   CVRE Tracking ID_____

CVRE Approval   Date

CVRE Comments:

Instructions:

Please complete all applicable fields, sign (PI only) and submit to admin@cvre.org.

CVRE grant administrators are committed to assisting investigators submit timely and accurate proposals and may have many competing deadlines for the submission date you are considering. Therefore, CVRE sets a series of deadlines for various internal and external components to ensure sufficient time to review and obtain required approvals.

Following submission of the *Grant Review Form* CVRE will schedule an *intake meeting* with the PI to discuss deadline dates, responsibilities, budget templates and proposal guidelines.

Submission Deadlines:

If this project is a subaward, your due date will be when the prime awardee requires submission documents *e.g. grant is a subaward from the UMN, who is funded by DoD. Submission date is the date the UMN requires the documents.*

1. **45 business days prior (complex)**:
   o   PI submits *Grant Review Form* to CVRE
2. **30 business days prior (non-complex):**
   o   PI submits *Grant Review Form* to CVRE
3. **15 business days prior:**
   o   PI submits *drafts* of:
      ▪ Abstract/project summary
      ▪ Detailed budget with narrative justification
      ▪ List of all personnel
      ▪ Biosketches for all key personnel/consultants with eRA Commons IDs if known
      ▪ Facilities & Resources page
4. **5 business days prior**:
   o   Final draft of proposal for review
   o   Service Line letters and other documents addressing VA effort (if needed)
   o   Final versions of the administrative portions of the application
   o   Final draft of all proposal components, for review
   o   Final Biosketches for all collaborators with eRA Commons IDs
   o   *Grant Review Form* is approved and returned to PI
5. **2 business days prior**:
   o   Final proposal is completed and grant submitted to sponsor.

Rev 3.2024