

CDI INTERNAL GRANT REVIEW PROCESS (Department of Pediatrics)

APPLICANT FULL NAME (LAST, FIRST)	ACADEMIC TITLE(S)	DIVISION	GRANT APPLYING FOR	NIH DEADLINE	RESEARCH INTEREST(S) [KEY WORDS ONLY]	RESEARCH AREA (BASIC, CLINICAL, HSR)
GRANT TYPE	MECHANISM	DESCRIPTION	NIH DEADLINES			
			CYCLE 1	CYCLE 2	CYCLE 3	
K Series (new)	K08, K23	Research career development	FEB 12	JUN 12	OCT 12	
<i>K Series (renewal, resubmission)</i>	<i>K08, K23</i>	<i>Research career development</i>	<i>MAR 12</i>	<i>JUL 12</i>	<i>NOV 12</i>	
R01 (new)	R01	Research grants	FEB 5	JUN 5	OCT 5	
<i>R01 (renewal, resubmission)</i>	<i>R01</i>	<i>Research grants</i>	<i>MAR 5</i>	<i>JUL 5</i>	<i>NOV 5</i>	
R03/R21 (new)	R03, R21	Other research grants & cooperative agreements	FEB 16	JUN 16	OCT 16	
<i>R03/R21 (renewal, resubmission)</i>	<i>R03, R21</i>	<i>Other research grants & cooperative agreements</i>	<i>MAR 16</i>	<i>JUL 16</i>	<i>NOV 16</i>	
RESEARCH MENTOR:			CAREER MENTOR:			

Projected timelines for internal grant review

DESCRIPTION	TARGET DEADLINES	ACTION ITEM
NOTE: If date(s) fall(s) on a weekend or holiday, deadline will be on the next business day.		
Intent to apply (ITA) for: <i>Cycle 1 (Feb 12)</i> <i>Cycle 2 (Jun 12)</i> <i>Cycle 3 (Oct 12)</i>	Notify one cycle (4 months) in advance <i>(Oct 12)</i> <i>(Feb 12)</i> <i>(Jun 12)</i>	Notify CDI Office & Pre-Award Office
Submit Specific Aims (SA) Please provide the following as well: <ul style="list-style-type: none"> • 3 – 5 Reviewer Names • Affiliation(s)/department(s) • Email addresses 	Two weeks after ITA Projected Date: Reviewers:	Submit to CDI Admin Office (cdi@mednet.ucla.edu)
Meet 1:1 with one CDI Co-Director Exec. V. Chair and Vice Chair for Research Peter G. Szilagyi, MD, MPH Assoc. V. Chair for Translational Research Steven Mittelman, MD, PhD Assoc. V. Chair for Clinical Research Anna-Barbara Moscicki, MD	Approx. one-two weeks after submitting SA DATE:	Brief 30 – 45 minute meeting to discuss grant details & deadlines (Coordinate with CDI Admin Office)
Finalized Draft Grant Copy Please send one clean version that reviewers will read	One month after 1:1 meeting DATE SUBMITTED:	Send to CDI Admin Office (The CDI office will send to the reviewers)
Projected “Study Section”	Approx. one month after grant copy submission DATE:	Coordinate availability with CDI Admin Office
REMINDERS: -Please submit your draft budget and biosketches 15 business days PRIOR to the NIH deadline. -Please submit all working drafts of the remaining components 7 business days PRIOR to the NIH deadline. -Please submit all final documents by 8am on the due date for the NIH deadline. -All materials should be submitted directly to the Pre-Award Office.		