

# DAHS Proposal Submissions

This includes any grants or contracts being developed by faculty, staff, post-docs and PhD students

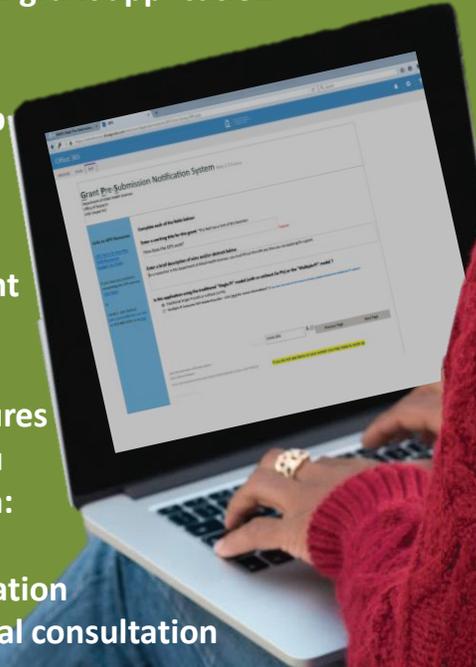
Are you applying (or thinking about applying) for funding?

You must fill out the GPS.

The GPS (Grant Pre-Submission Notification System) is your “one-stop online shop” within the UNC Department of Allied Health Sciences (DAHS) to help you complete your grant application correctly and on time.

The GPS will set you up with the resources you need:

- ▶ budget development
- ▶ letters of support from the chair
- ▶ department signatures
- ▶ other resources you may want help with:
  - biosketches
  - grant coordination
  - methodological consultation
  - editing



GPS FAQ 19-05

The **Grant Pre-Submission Notification System (GPS)** is the online system for alerting DAHS administrators of your intent to submit an application to any funding agency. When you fill out the GPS, you help the department coordinate personnel and resources to help you complete your application correctly and on time.

Thus, filling out the GPS ultimately benefits you. As soon as you know you are preparing an application for a specific agency, fill out the GPS – it’s never too early.

**Please become familiar with this information.** ▶

<http://www.med.unc.edu/ahs/research/gps>

# “If in doubt, fill it out.”

That’s our motto.

Many powers-that-be are part of the grant or contract application process, no matter the funder. Budgets need to be prepared and signatures collected. Our goal is to make sure all key Department of Allied Health Sciences and University personnel can support you to ensure your application is complete and submitted on time. The GPS helps ensure that you will get your money if the application is funded/awarded.

## why should I fill out the GPS?

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The GPS gives you access to support that you need to develop and submit the best proposal possible.

- ▶ The GPS coordinates personnel and resources to ensure that your application is completed to the funder’s specifications and is appropriately routed through the UNC system, **which needs to occur well before the application deadline. UNC’s Office of Sponsored Research requires applications 5 days before the deadline. Therefore, you should fill out the GPS 30-60 days before the due date. It is better to submit the GPS early – even if you decide later not to submit the proposal.**
- ▶ The GPS provides you with access to DAHS Office of Research supports: budget development, grant coordination, editing, methodological consultation, project space, data security, and letters of support from the department chair. Requests for services can precede routing for certifications.
- ▶ The GPS automatically informs those who need to know of your intent to submit an application by a specific deadline. When you fill out the GPS, the DAHS Office of Research, business office, and division directors/supervisors are automatically notified of your intent to submit an application. Knowing that your grant or contract is being prepared helps them to be ready to review and certify the application, in keeping with their policies/procedures.
- ▶ The GPS launches the certification process by routing your information to those who must “sign off” – e.g., each division director must sign off for anyone (faculty or student) listed in the grant/contract, as well as agree to course releases or space needs.
- ▶ The GPS creates an accessible electronic record for the investigative team and DAHS administrators (division director/advisor, grants administrator, associate chair for research, methodologists, grant editor, space committee, etc.). It helps the department track the number of grants submitted and those successfully funded.
- ▶ The GPS saves paper and eliminates your having to walk to numerous offices to get signatures.

*If you have questions, contact Jennifer Daniel, DAHS Grants Administrator, (jennifer\_daniel@med.unc.edu, 919-966-9471), or Dr. John Grose (john\_grose@med.unc.edu), Associate Chair for Research.*

# who needs to fill out a GPS?

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- ▶ Anyone in DAHS who is submitting a grant, contract, or award to funding agencies (internal or external).
- ▶ Anyone in DAHS listed as an investigator or as key personnel on a grant, award, or contract being submitted by someone outside of the department.
- ▶ Typically the PI submits the GPS. However, any team member can complete it for the PI, as long as they have the necessary information.
- ▶ DAHS faculty or personnel included as investigators or personnel on a grant/contract/award submitted through another UNC department or institute, or as a sub-contract through another university or agency.
- ▶ DAHS students or post-docs (in any division/program) submitting applications for research or training grants, contracts or awards should complete the GPS. **Students CANNOT be listed as PI's** on grants submitted through the UNC system but rather should be listed as investigators. The DAHS advisor is typically listed as PI for UNC so that when funding is awarded, it can be routed without problem to the correct department/program. Our grants administrator can guide you.
- ▶ Anyone completing a formal "Letter of Intent" to an agency requiring a budget estimate and University approvals/signatures.
- ▶ Those submitting an internal grant (e.g., NC TraCS, Jr. Faculty Development Award).
- ▶ Anyone submitting an application that will require DAHS to administer the award/ funds when received by the University.

*The GPS may be initiated by the PI, investigator or other team member (student/staff).  
You will need your ONYEN to access it.*

[http:// www.med.unc.edu / ahs / research / gps](http://www.med.unc.edu/ahs/research/gps)

*If you have further logistical questions, contact Patty Kinneer, GPS administrator (patricia\_kinneer@med.unc.edu, 919-445-0507).*



## when should I complete the GPS?

- ▶ Complete the GPS as early as possible. We recommend at least 1 month before the due date.
  - ▶ If you have to submit an application with a tight deadline (e.g., you just found out about it), please fill out the GPS as soon as possible. Contact our grants administrator, Jennifer Daniel, to confirm that we can meet the deadline.
  - ▶ Remember, the GPS is NOT the system that uploads your full application; its purpose is to alert us to your application and to get the administrative processing rolling. You may not have everything completely together at the point you submit a GPS. Know that everything does not need to be perfect.
  - ▶ We understand that some aspects of applications, e.g., the scientific approach, are being refined up to the last minute. Put what you know into the system (e.g., title, PI, grant agency, mechanism, personnel, sites, etc.) as soon as you know (or think) you will submit a proposal and we will follow up for additional information where we need it.
- We are here to help you, but be aware, that we often have many submissions happening at the same time. The University grants offices (OSR/SPO) typically require 5 days (prior to agency deadlines) to process, check and approve grants. If yours is late, you are taking a risk that they may not be able to get to it in time. Our grants administrator would need at least 2-3 weeks prior to the 5 days to begin to work with you to meet the Grants Office deadline.

## how long will it take to fill it out?

- ▶ It averages about 10 minutes to fill out the GPS. Complicated applications (e.g., subcontracts, multiple investigators, etc.) or people doing it for the first time, may require a bit more time. If you have any questions or difficulties, contact:

**Patty Kinneer, GPS administrator**  
[patricia\\_kinneer@med.unc.edu](mailto:patricia_kinneer@med.unc.edu)  
919-445-0507

## what happens if I don't do what I'm supposed to do?

- ▶ If we don't know an application is being submitted, it risks delays and mistakes that may preclude timely submissions. In a worst case scenario, you may not be able to collect funds awarded to you.
- ▶ We're not here to add administrative hassle. We are here to help you ensure administrative tasks are done well, so you can focus on scoring a winning proposal.

Complete the GPS online at  
[http:// www.med.unc.edu/ ahs/ research/ gps](http://www.med.unc.edu/ahs/research/gps)

The process is easy with step-by-step instructions.

### GPS Logistics or Trouble Shooting Grant Coordination, Editing

**Patty Kinneer**  
Managing Director of  
Research Services  
[patricia\\_kinneer@med.unc.edu](mailto:patricia_kinneer@med.unc.edu)

### DAHS Budgets, Forms, University Timelines, Procedures

**Jennifer Daniel (lead)/Kevin Castle (backup)**  
Contracts & Grants Manager  
[jennifer\\_daniel@med.unc.edu](mailto:jennifer_daniel@med.unc.edu)

### Science/Methodology

**John Grose, PhD**  
Associate Chair for Research  
[john\\_grose@med.unc.edu](mailto:john_grose@med.unc.edu)

**Clare Harrop, PhD.**  
Research Methodologist - Translational  
[clare\\_harrop@med.unc.edu](mailto:clare_harrop@med.unc.edu)

**Wanqing Zhang Ph.D.**  
Research Methodologist - Mixed Methods  
[wanqing\\_zhang@med.unc.edu](mailto:wanqing_zhang@med.unc.edu)