



## Health Innovation Program

### Integrating healthcare research and practice

#### Timeline for Developing a Grant Proposal with the Health Innovation Program

This memo lays out a general framework for collaborating with HIP on research grant applications. Our goal is to:

- Have high quality grant applications submitted in a timely fashion
  - Have clear communication and documentation about any HIP activities to be covered either for cost or in kind in the application
1. As soon as possible but **at a minimum of 4 weeks before the grant is due to RSP** HIP staff and the PI will have an agreement of the anticipated HIP role in the project (usually documented via email).
  2. As soon as possible but **at a minimum of 3 weeks before the grant is due to RSP** HIP will receive a substantially complete draft of the entire proposal (including any description of HIP activities) for review.
  3. At the next weekly HIP management meeting (within 1 week of draft submission to HIP) the management team will review the plan at its weekly meeting and sign off on the description of HIP activities –or- will provide the PI with a list of required changes. HIP may also provide feedback and recommendations on other sections of the grant, but required changes will be limited to items directly relating to HIP activities/involvement with the project.
  4. **Within 10 days to 2 weeks of submission to RSP**, PI and HIP will agree upon HIP final plan;
  5. Upon finalizing the plan (once PI agrees to the required changes list, if necessary), HIP will provide a letter of support for the grant which details HIP involvement and what HIP will provide to the project. **The letter should be ready for the PI 1 week before the grant is due to RSP.**
  6. Please email HIP a copy of the submitted proposal (PDF or MS Word format) to [contact@hip.wisc.edu](mailto:contact@hip.wisc.edu)

\*Particularly if the grant is an NIH electronic submittal, the PI should allow a full week for RSP review and submission.