Procedures for CYFS Grant Development and Submission

Step 1: Develop Concept and Get Started
✓ Communicate interest in proposal development support with Sue Sheridan (ssheridan2@unl.edu).
✓ Discuss research ideas with Sue, who will assign a CYFS research faculty liaison to support proposal development and submission.
✓ Identify possible collaborators.

Step 2: Identify Appropriate/Possible Funding Mechanism
✓ Explore and/or discuss possible RFAs/RFPs with Center staff.
✓ Select grant mechanism (federal, state, foundation, internal).
✓ Coordinate plans with CYFS liaison and develop timeline.

Step 3: Develop Grant Proposal
✓ Meet with CYFS liaison who will help identify needs, priorities, and resources.
✓ Work with CYFS liaison to navigate and coordinate relevant CYFS supports (e.g., budget development; web/database, technology, communications; administrative services; methodology [MAP Academy]).
✓ With the assistance of the CYFS liaison:
  o Develop a timeline for grant components, including narrative, budget, and forms.
  o Identify key personnel and consultants; submit names or vitae to Marj McKinty for biosketch development.
  o Meet with MAP Academy faculty to discuss data analytic needs and plan.
  o Develop specific aims, significance statement, and research plan. Submit drafts to CYFS research liaison and receive feedback.
  o Meet with Ronda Alexander to develop preliminary management plan, budget, and budget justification. Finalize budget with CYFS liaison.
  o Ensure the development or completion of required forms (e.g., abstract, biosketches, current and pending information, human subject information, public health relevance statement [NIH], projected enrollment chart [NIH]).

Step 4: Submit Grant
✓ Work with Ronda Alexander to have grant routed through UNL as a CYFS Center grant
✓ Submit entire narrative to CYFS liaison/staff.
✓ Submit human subjects information to CYFS liaison/staff.
✓ Ensure that all attachments and appendices are complete; submit to CYFS liaison/staff for uploading into grant portal and submission through the UNL Office of Sponsored Programs.

Step 5: Get Grant!
✓ Meet with CYFS liaison who will help activate all resources needed for execution.
✓ Meet with Cindy Schuerman and/or Rebecca Fulkerson to set up grant account and necessary documentation.

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Flowchart for CYFS Grant Submission and Execution

1. Contact CYFS Director or Assistant Director
2. Discuss Research Ideas & Fundability
3. Do you have an RFA in mind?
   - NO: Meet with CYFS Staff to Scout
     - Locate Internal or External (Federal, State, Foundation) Mechanism or RFA
   - YES: Develop Concept Paper in Relation to RFA
     - Work with CYFS Research Faculty to Coordinate Grant-writing Process

4. Select
   - MAP Academy
   - Pre-award Budget Development
   - Web, Technology & Communications Support
   - Administrative Services & Submission Support
5. Submit Grant
6. Funded

7. YES: Proceed
8. NO: Revisit Flowchart