

Guidelines for Preparation and Submission of Research Proposals through the Department of Biostatistics & Medical Informatics (BMI)

Category I: Proposals submitted through BMI on which BMI faculty or staff serve as PI (includes subcontracts, Biostatistics or Biomedical Informatics cores on R01s, P01s, P30s, P50s, etc.).

Category II: Proposals on which BMI faculty or staff serve as collaborator or co-investigator, *and* PI is outside BMI.

	Deadline to notify Research Administrator (RAd) in BMI of due date/intent to submit	Deadline to provide budget, budget and equipment justifications to RAd	Deadline to provide <i>non</i> -scientific sections ¹ to RAd	Deadline for RAd to submit proposal budgets to Dean's Office	Deadline for providing scientific components ² to RAd for submission
CATEGORY I	≥1 month prior to due date	≥2 weeks prior to due date	≥1 week prior to due date	≥4 days prior to due date	≥2 days prior to due date
CATEGORY II	≥2 weeks prior to due date	≥1 week prior to due date	≥3 days prior to due date	n/a	n/a

1. Examples of “non-scientific” components: personnel to include, biosketches, letters of support, facilities, human subjects (yes or no), description of consortium arrangements, leadership plan, *etc.*
2. Examples of “scientific” components: introduction, statement of work, specific aims, research strategy, progress reports, bibliography, resource sharing, human subjects, *etc.*