

# GENERAL STEPS

## for Applying for External Funding

### Step A

**Identify requirements and timelines for submissions.** Decide on the best fit for your project.

- When is the next cycle/deadline?
- Is there a Letter of Intent required (and due date)?
- What are the requirements for a full proposal (and due date)?

Allow sufficient time for development of the scientific proposal as well as necessary financial/administrative documents and approvals needed.

### Step B

**For EXTERNAL FUNDING, contact the navigator to notify of intent to seek funding.**

Inform the navigator **1)** if the sponsor is imposing budget limitations and, **2)** if Kaiser Permanente has previously engaged with the sponsor for a research study. All applications for external funding require approval by and submission via R&E. The navigator will facilitate connection with appropriate financial/administrative people to support the application process.

Each proposed project will be assigned to one of R&E's scientific divisions and a designated research business administrator (RBA) will facilitate the budgeting, approvals, and submission process. Additionally, a research project manager and biostatistician manager will be assigned to help develop the overall budget including providing staffing effort estimates to carry out the tasks of the project. A research operations services team member will also assist with the biosketches and formatting documents.

### Step C

**Meet with the assigned RBA, biostatistician manager, and research project manager to discuss required elements for the application and to establish timeline/deadlines for internal documents.**

### Step D

**Draft a Scope of Work (SOW) document.**

An SOW summarizes the project design and identifies specific tasks to be completed and who (or what role) is responsible for those tasks. This document must be sufficiently detailed to allow R&E managers to determine what staff are needed, at what levels, and for what efforts. This document will facilitate the budgeting process.

Develop a budget with the assigned RBA, research project manager, and biostatistician manager. Complete other administrative paperwork as requested by RBA (budget justifications, etc.).

The RBA will submit the proposal packet to the Sponsored Projects Administration (SPA). This team reviews the application for compliance and, when appropriate, will submit the packet to the Kaiser Foundation Research Institute (KFRI) approval. SPA/KFRI requires 10 business days prior to the sponsor's deadline for review. Although the budget must be final at the time of their review, the scientific and some administrative components can still be updated, but only in budget-neutral ways.

### Step E

**Develop a budget in cooperation with the assigned RBA.** Complete other administrative paperwork as required by RBA (budget justifications, etc.).

### Step F

**Provide the RBA with a draft version of the scientific research plan** (does not need to be final).

### Step G

**RBA will submit the packet to SPA to coordinate review and submission with submit packet to KFRI in Oakland for approval** (applies only for federal grants).

SPA/KFRI requires 10 business days prior to the sponsor's deadline for review. Your budget must be final. Science can still be revised/updated, but only in budget-neutral ways.