

New Project Submission Policies

(1) Download, complete, and email Intent Form to Jennifer Dodge

(2) Submission deadlines

- Abstracts/Meetings – **10 weeks prior to deadline**
- Grant applications – **6 weeks prior to deadline**
- All other projects – submit as needed

(3) After receipt of **Intent to Submit Form**, Ms. Dodge will review the proposed project and get in touch with the PI to establish workflow timelines

*** Clean data must be submitted no later than 2 weeks after Intent Form**

**** If the Intent Form is submitted after the corresponding deadline, project completion by the needed deadline cannot be guaranteed**

Project Prioritization

Projects submitted to Ms. Dodge are prioritized in the following order:

- (1) Projects supporting the submission of grant applications to NIDDK
- (2) Projects supported by active NIDDK grants
- (3) Projects supporting the submission of grants to other NIH institutes
- (4) Projects supported by active grants from other NIH institutes or non-profits
- (5) Unfunded projects not leading to grant submission, or projects sponsored by pharma

To take advance of this service, contact Ms. Dodge directly via [email](#) to schedule an appointment.