# CCTST Training Grant Timeline

**STANDARD T32 DEADLINES: JAN 25, MAY 25, SEPT 25**

(Deadlines vary by Institute; for details go to [http://grants.nih.gov/grants/guide/contacts/parent_T32.html](http://grants.nih.gov/grants/guide/contacts/parent_T32.html))

| 3-4 Months (4 months for a first time PI with a new application) | • CCTST staff meet and greet PI and department grant personnel  
Susan.swearingen@uc.edu  
CCTST Program Director  
Susan.moore@uc.edu  
CCTST Program Manager  
  
- Explain our function and share our expertise  
- Review training grant RFA, SF424, electronic package and data tables  
- Discuss project goals  
- Outline tasks required to complete application and decide who is responsible for which tasks  
- Enter project in Research Central and fill out membership form if needed  
http://cctst.uc.edu/  
- Schedule meeting with CCTST leadership  
James.heubi@cchmc.org  
CCTST Co-Director  
Joel.tsevat@uc.edu  
CCTST Co-Director |
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| 10 Weeks | • PI finalizes list of faculty, departments, mentors, and advisors  
• PI’s department asks included faculty for biosketch, (personal statements are not needed for mentors on training grants, only senior/key personnel) research interests, other support, trainee list and trainee publications if available, and begins compilation of information into data tables  
• PI provides a draft of the abstract  
• *If needed* discuss preliminary budget and budget justification  
• We can provide boilerplate text for the AHC and CCTST for the resources section  
• We can complete table 3 after we obtain final faculty list and may be able to assist/fill in blanks for other tables with notice; e.g., we have some investigators’ trainee lists (5). However, we are currently unable to assist with those tables pertaining to specific information about individual department’s/mentor’s trainees (6, 7A/B, 8A/B, 9A/B, 10, 11, 12A/B)  
• Any questions, please ask. We may not be able to complete the task, but can usually provide some kind of help/expertise. |
| 5 Weeks | • Meet to discuss progress |
| 4 Weeks | • CCTST Directors’ review to provide program critique |