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Date: Mon 17 Sep 11:43:02 EDT 2007

From: "Cyndi Haley" <chaley@UDel.Edu> [Add To Address Book](#) | [This is Spam](#)

Subject: Grants Due October 5 & 16

To: "Greg Hicks" <ghicks@UDel.Edu>, "Sam Lee" <sclee@Shrinenet.org>, "Cole Galloway" <jacgallo@UDel.Edu>, "Darcy Reisman" <dreisman@UDel.Edu>, "Katy Rudolph" <krudo@UDel.Edu>, "John Scholz" <jpscholz@UDel.Edu>, "Irene Davis" <mcclay@UDel.Edu>, "Stuart Binder-Macleod" <sbinder@UDel.Edu>, "Lynn Snyder-Mackler" <smack@UDel.Edu>

Hi All,

Please see the information below for anyone submitting a grant due on October 5th or October 16th.

- Grant application packages are due to OVPR three business days prior to the due date.
- Several grants are being submitted for the October 5 & 16 due dates. Therefore, it will be necessary to stagger them so I have time to work on each one. It is helpful if we have an initial meeting to talk about your grant. If I have not already met with you, please let me know when we can meet.
- For the People Soft entry, I will need the following information as soon as possible:
 - Program announcement website/RFP number
 - Application Package
 - Abstract, Budget for all years, Budget Justification, Bio Sketches, Letters of Intent (if applicable), start and end dates, sponsor, and a reminder that you must have chosen your keywords in order to submit a grant through the PS system.

All of the above is standard information that you are used to providing. I look forward to working with you on your submission.

Thank you,
Cyndi

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