

Grant Processing Timeline



Application Delivered
(May take 1 Week or More)



Typed into grant forms
by a Trauma Program
Manager
(May take 1 to 2 weeks depending on
volume)



**Grant Packet Review
Process**

2 to 4 Weeks



**Returned to applicant for
signatures**

2 or 3 Days



Please complete additional forms and
sign as quickly as possible



Documents that “sit around” don’t go anywhere



**Return to Department of
Health**

2 or 3 Days



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graph TD; A[Once received the signed document will be reviewed (1 to 2 Weeks)] --> B[Following the review a purchase order and final grant copy will be e-mailed to the applicant. This is your award!];
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Once received the
signed document will be
reviewed
(1 to 2 Weeks)



Following the review a
purchase order and final
grant copy will be e-mailed to
the applicant

This is your award!

Once the invoice is complete, please send the document by Fed Ex, UPS, or similar carrier to:

**Arkansas Department of Health
Trauma Section
4815 West Markham, Slot 4
Little Rock, AR 72205-3867**

A check is usually issued within 2 or 3 days following receipt of the invoice

