

Proposal Submission Timeline

Time Before
Deadline

3+ Weeks

- PI notifies OGC of intent to submit proposal
- PI requests information from subcontractors
- PI obtains /collects letters of support/approvals for cost share
- PI submits F&A waiver request to OGC, if applicable
- PI provides OGC with draft budget
- OGC reviews proposal guidelines and shares info with PI
- OGC provides internal, first draft budget

2 Weeks

- PI and OGC approve budget and justification
- OGC prepares and routes Internal Approval Form (IAF)
- **To secure a spot in submission queue, PI provides OGC with:**
 - Final files required per proposal guidelines, not including proposal narrative
 - Approved match requests
 - Approved F&A waiver, if applicable
- **OGC, once PI secures spot in submission queue, will:**
 - Build and review application kit and recommend edits
 - Begin compliance review process: COI, human subjects, animal research, international activities, biohazards, debarment

1 Week

- PI will ensure IAF approved by all co-PIs, Department heads, research deans
- OGC will perform final review of all application components and provide feedback/request for corrections

2 Days

- Final Review Complete
- PI will review final proposal and provide confirmation that the proposal is correct and ready for submission
- Grant submitted to sponsor