

Proposal Submission Timeline Effective Date 9/1/19

10 business days prior to sponsor deadline a **complete** proposal intake form must be submitted to RA

7 business days prior to deadline, **final** administrative* portion due, draft technical due

RA has 3 business days to conduct review of proposal requirements

4 business days prior to sponsor deadline, submission to SPO

If late, PI must submit late request to VCR

SPO has 2 business days to review institutional requirements and respond to RA/PI

RA/PI have 1 business day to make needed changes to institutional requirements

8 hours prior to sponsor deadline, final submission to SPO

Total process time = 10 business days prior to sponsor deadline **

*A business day is Monday through Friday from 8 am until 5 pm. If the RA does not receive the final administrative portion by the deadline, complete proposal review cannot be guaranteed and the quality of the submission may be impacted. The administrative portion of a proposal can often be quite large/detailed including but not limited to: the budget and budget justification; biographical information about the key project personnel; current and pending support; a description of the facilities, equipment, and other resources that will support the project, Letters of Support/ Participation, a Data Management Plan and/or Postdoctoral Mentoring Plan. For proposals to NSF and PHS (or other sponsors that have adopted the NSF or PHS financial disclosure requirements), it also includes the Subrecipient Commitment Form (Non-FDP Pilot Institutions) or FDP Pilot Subrecipient Project Information for each named Subrecipient.

**Note that if the proposal is over \$10 million and/or has numerous collaborative partners/sub-recipients the SPO/RA team should be contacted at least three weeks before the sponsor deadline.