

## **PROPOSAL SUBMISSION TIMELINE**

*For a successful proposal and to ensure institutional approval, the following timeline is highly recommended.*

<b>Up to 3-6 months prior to due date</b>	<ol style="list-style-type: none"><li>1. Identify active or future opportunity.</li><li>2. Download Request for Proposals (RFP) or other announcements/instructions.</li><li>3. Review RFP and begin planning proposal.</li></ol>
<b><u>At least</u> 1 month prior to due date</b>	<ol style="list-style-type: none"><li>1. Notify ORSP of your intention to apply for the opportunity.</li><li>2. Send ORSP the RFP.</li><li>3. Schedule a proposal kick-off meeting.</li><li>4. Notify ORSP immediately if there will be any subawards, foreign collaborations, cost-share/institutional commitments, or other complicated/non-standard issues.</li><li>5. Set up submission workspace. Ensure ORSP has access to workspace for review.</li><li>6. ORSP contacts subrecipient institutions for required documents.</li></ol>
<b>2 weeks prior to due date</b>	<ol style="list-style-type: none"><li>1. Complete External Approval Form and submit to ORSP along with draft budget and abstract/SOW.</li><li>2. ORSP reviews documents and begins routing and approval process.</li><li>3. ORSP ensures that subrecipient universities have submitted necessary documents. ORSP completes subrecipient review.</li></ol>
<b>1 week prior to due date</b>	<ol style="list-style-type: none"><li>1. ORSP follows up with subrecipients as needed.</li><li>2. ORSP follows up with PI to check in and schedule any final meetings.</li></ol>
<b><u>At least</u> 24 hours prior to submission</b>	<ol style="list-style-type: none"><li>1. Proposal due to ORSP for final review.</li><li>2. ORSP reviews budget, budget narrative, institutional commitments, subrecipient commitments, proposal completion, and may provide editorial comments as time allows. ORSP provides any last minute feedback.</li></ol>
<b>Proposal Due Date</b>	<b>ORSP submits proposal or provides written approval for PI submission (when sponsor requires).</b>