

SSW PROPOSAL PREPARATION TASKS & TIMELINE

6 WEEKS before PROPOSAL DUE DATE

Principal Investigator

1. Identifies grant opportunity to pursue
2. Discusses idea with funder's Program Officer
3. Communicates with research team members
4. Notifies Pre-award Office (Ellen Hayse) using *Intent to Submit a Grant Proposal* form
5. Provides project overview and budget and subcontract information to Ellen
6. Determines whether to request IDC waiver

Ellen Hayse (SSW Pre-Award Office)

1. Review RFP and requirements
2. Initiate eTransmittal
3. Send RFP/link to OSP/CGA
4. Create task sheet w/timeline
5. Determine IDC and/or Waiver needs
+ Notify PI if waiver is necessary
6. Draft first budget for PI review
7. Download & review proposal package

3 WEEKS before DUE DATE

PI & Research Team

Individual Team Members' Responsibilities

1. Biosketch/CV
2. Current & Pending Support information
3. Conflict of Interest training/disclosure
4. Letters of Collaboration/Commitment

Principal Investigator sends to Ellen

5. Items 1-4 from Team members/Collaborators
6. (If needed) IDC Waiver to forward to CSS
7. Budget justification verbiage
8. Feedback/approval re: budget & justification

8-10 DAYS before DUE DATE

PI

1. Compiles proposal items for Team review
2. Obtains final input & makes final revisions

PI provides to Ellen

3. DRAFT of Abstract/Summary for eTransmittal
4. Decision concerning effort breakdown
5. Human Subjects information

Ellen

1. Sends PI-approved budget & justification to OSP
2. Obtains OSP approval of budget & justification

6-8 DAYS BEFORE DUE DATE

3. Completes eTransmittal & attaches documents
 - OSP approvals
 - Budget & Justification
 - Abstract/summary
4. Routes eTransmittal & notifies signers (8 days)

4-6 DAYS before DUE DATE

PI & Research Team

1. Approve routed eTransmittal
2. PI sends final sections of proposal to Ellen

4-6 DAYS before DUE DATE

Ellen

1. Collects and uploads final proposal documents
2. Sends completed proposal package to OSP

3 DAYS before DUE DATE

Office of Sponsored Programs (OSP)

1. Accepts fully routed & approved eTransmittal
2. Submits electronic application/sends confirmation

ONE DAY prior to DUE DATE