Proposal Submission Preparation

3 WEEKS BEFORE SPONSOR DUE DATE

V Send Email for Intent to Submit Proposal to the RF*

√ Identify Opportunity/Provide Solicitation

√ Identify Proposal Effort/Start Dates

√ Identify Tasks, Milestones & Deliverables

√ Provide completed and signed F&A waiver requests

√ Prepare Budget & Non-Technical Documentation

- Budget Justification
- Facilities Justification
- Kev Personnel Biosketches
- · Key Personnel Current & Pending Support

* Proposals with outside collaborators require earlier notification

4 weeks

3 weeks

2 weeks

2 WEEKS BEFORE SPONSOR DUE DATE

√ Final Subcontracts/Contractual packages due

√ Work with Administrator to complete internal budget

V Obtain Final Collaborator Budgets

√ Obtain Reps/Certs/Other Docs

5 Days 2 Days

SPONSOR **DUE DATE**

2 DAYS BEFORE SPONSOR DUE DATE

√ Final Technical Documentation √ Electronic Proposal Transmittal Form (ePTF) Fully Executed/Signed by all signatories

4 WEEKS BEFORE SPONSOR DUE DATE IF PROPOSAL HAS OUTSIDE COLLABORATORS

√ Identify Collaborators & Initiate Participation Discussions √ Send Email for Intent to Submit Proposal to the RF

5 DAYS BEFORE SPONSOR DUE DATE*

√ Finalize Budget & Non-Technical Documentation √ Draft Technical Documentation Due

√ Electronic Proposal Transmittal Form (ePTF) Filled/Routed for Signatures

√ Update Conflict of Interest Disclosure

√ GCA Compliance Review

* If PI submits final documentation 10 working days in advance of the sponsor due date, the RF will guarantee the PI 3 working days to review the submission package prior to submission.

