



Grant Submission Timeline & Responsibilities

Rev:9/2016

4-8 weeks < sponsor deadline

Read program announcement and application deadlines.

Schedule appointment with Biology Grants Staff.

- Discuss application plans, budget, and grant submission process.
- Obtain current rates: salaries/benefits, tuition, and indirect costs.

Grads & Postdocs should ask their faculty advisor if they will support their application and be listed as the Principal Investigator/Faculty Mentor.

Biology Grants Staff will help develop budget, eGC1, and complete non-scientific sponsor forms.

2 weeks < sponsor deadline (OSP 7 business-day deadline)

Submit draft proposal to Biology Grants Staff. Must include:

- Final version of title, budget, and budget justification.
- Cover page, biosketch, facilities, and current and pending support forms.
- Draft project summary/abstract and project description.

During this time, it is suggested that you

- Ask experts and non-experts to review.
- Check for: flow, focus, grammar, effectiveness, clear graphics and charts.

Biology Grants Staff will prepare final eGC1 form and submit for approval to: PI, Chair, Dean of Arts & Sciences, Office of Sponsored Programs (OSP), and other units/institutions as necessary.

3 business-days < sponsor deadline (OSP 3 business-day deadline)

Submit final ready-to-submit version of the entire proposal to Biology Grants Staff by 3pm on the OSP 3 business-day deadline. The finalized eGC1 must be to OSP by 5pm, three business-days before the sponsor due date, otherwise OSP will not submit the proposal/sign the necessary paperwork.

Biology Grants Staff will submit final proposal to OSP, monitor its progress, and act as liaison to address any questions.

After submission

Until you receive email confirmation that your application has been submitted, stay in contact with Biology Grants Staff to answer questions.

If your proposal is funded, the award will be processed by OSP and Grant & Contract Accounting (GCA) and a budget number will be assigned.

If your proposal is not funded, don't be discouraged—grants are very competitive. Read the reviewers' comments so you can address these points in your next proposal.