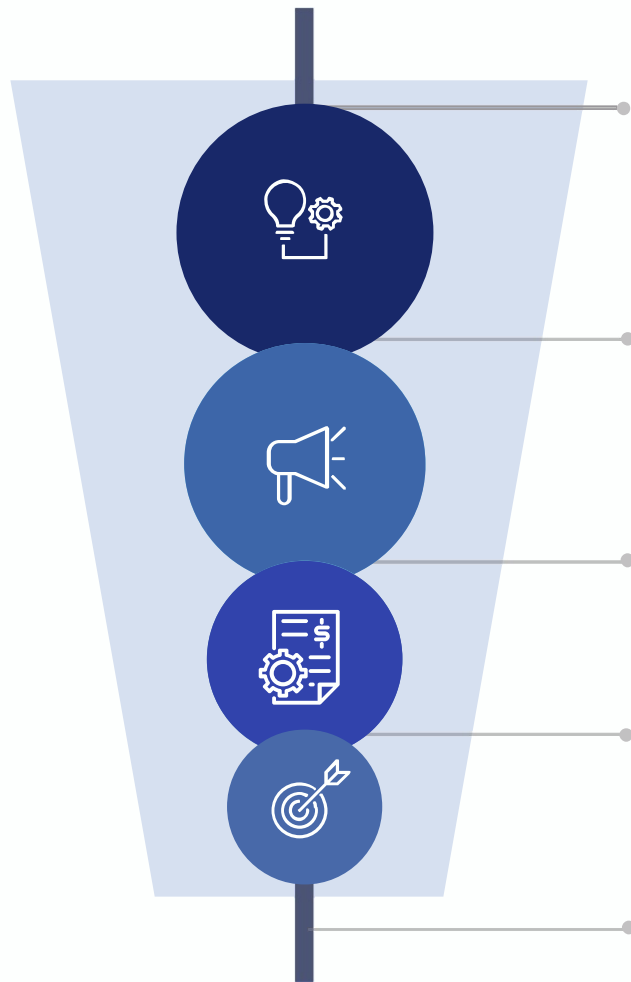


# ALVSCE Proposal Submission Timeline



## PLAN - Ongoing

Explore research opportunities – send any opportunities that interest you to your Research Administrator (RA) to review for eligibility and limited submission requirements. Identify your research team, subawards and other collaborators. Consider contacting Research Development Services (RDS) for project narrative support or identifying departmental colleagues who can act as internal reviewers.

## NOTIFY - 20 business days prior to Sponsor Deadline

Notify your RA of your intent to submit. You will need to provide your RA with a copy of the funding opportunity, a budget outline and the contact details for any subawards. Complete the [Proposal Intake Form](#). Your RA will help you prepare the full budget/budget justification and other non science related documents in the sponsor's requested format.

## SUBAWARDS DUE - 10 business days prior to Sponsor Deadline

All subaward documents due. This should include budget, budget justification, scope of work and subrecipient commitment form.

## FINALIZE ROUTING DOCS - 8 business days prior to Sponsor Deadline

All documents for internal routing are due. Provide your RA with the following documents so they can initiate routing: Project Title, Project start & end dates, project abstract/summary, budget, budget justification, PI/Co-I distribution of credit & F&A. Proposal documents received after this date will be subject to the [Late Proposal Policy](#). Continue to work on science sections of the proposal and send final documents to RA as completed.

## FINALIZE PROPOSAL - 3 business days prior to Sponsor Deadline

Completed grant proposal package with all approvals due at Sponsored Projects Services by 8am. **NO SUBSEQUENT CHANGES TO DOCUMENTS ARE ALLOWED**. Be on call and ready to make edits and troubleshoot any submission issues.