

PROPOSAL DEVELOPMENT TIMELINE

Proposal Preparation

2-4 Months Before Deadline

- Generate ideas and identify funding sources.
- Provide ORA with the Request for External Funding questionnaire.
- Work with the ORA to determine eligibility and identify proposal requirements.
- Outline and draft proposal tailored to the specific guidelines.

Proposal Communication

1-2 Months Before Deadline

- Communicate with Deans and Department Chairs about your proposal and discuss institutional commitments and match requirements.
- Meet with the ORA to draft the project budget.
- Begin the IRB process with Compliance.
- Work with the ORA to complete Subrecipient packages.

InfoEd Routing

2-4 Weeks Before Deadline

- Finalize the project budget and proposal components.
- Obtain internal letters of support.
- Route the proposal in InfoEd to obtain internal review and approvals.
- Review proposal feedback and make any necessary adjustments.
- *Please note that collaborative proposals involving multiple departments/schools may increase routing timelines.

Submit

1 Week Before Deadline

- Work with ORA to determine who will submit the proposal.
- Begin entering the proposal content into the sponsor submission portal.
- Review and approve the final application before submission.
- Provide ORA with a PDF of the full application and confirmation of submission.