Proposal Submission Policy Timeline

30 Days

Notify ORSP

- Email ORSP of intent to submit proposal. Include Funding Opportunity Announcement (FOA) link.

- If applicable
  - Submit Post-doc match request record InfoEd.

10 Days

InfoEd Record

- Setup InfoEd Record with the following information:
  - Proposal due date
  - Sponsor/agency name
  - Opportunity #, link, or copy of announcement
  - Estimated budget
  - If applicable, F&A Waiver request and Cost-Share request

5 Days

Submit to ORSP

- By **8:00 AM,** upload Complete Administrative Components in InfoEd & federal portal (if applicable):
  - Detailed budget
  - Budget justification
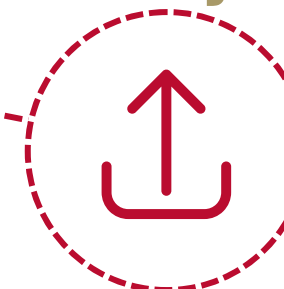 - Near-final draft of the technical components
  - Auxiliary documents

3 Days

Submit to ORSP

- By **8:00 AM**, upload completed final draft of technical components in InfoEd & federal portal (if applicable).

- Incorporate feedback from ORSP review.

2 Days

Submit to Sponsor

- The appropriate individual, who will be identified after consultation with ORSP, will submit the proposal.

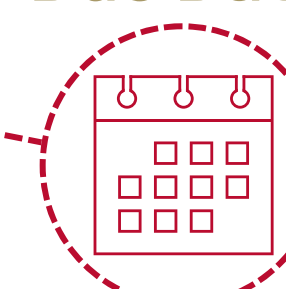- All federal award proposals are submitted by ORSP.

2-1 Days

At-Risk Proposal

- If a proposal is submitted to ORSP less than 2 business days before the deadline, the PI must contact the Vice Provost for Research for approval to submit the "At Risk Proposal".

Due Date

Congrats!

- Proposal has been submitted

↑ **ORSP Review (2 Days)** ↑

*Time is in business days