

We understand that some solicitations do not provide sufficient lead time but to the extent possible, please follow the timeline below. It will allow the research advancement team (RAT) the opportunity to provide the best possible service to you.

Keep in mind, complex proposals (multimillion dollar proposals, proposals that include cost share, and proposals that include multiple sub-awards) requires more preparation for a successful submission. **Obtaining cost share approvals can take up to 2-weeks.** Proposals without appropriate approvals won't be submitted. The SEBE Director will not approve last minute cost share requests. It is important to consult with the Research Advancement Team about the cost share well in advance of the due date to discuss before you consult with the director. Some cost share situations are minimal and can be achieved with AY salary. AY salary is always the first go to reach the sponsors cost share request.

**Complex proposals a notice of 45-180 business days prior to the submission deadline via the SEBE in-take form\***

**Non-Complex proposals a minimum notice of 14 business days prior to the submission deadline via the SEBE in-take form\*:**

**\*Providing the requested information in advance will allow the research team to set up the internal paperwork while you proceed with developing the technical narrative as well as refining the budget as you determine the details of the research.**

## **TIMELINE:**

### **10 business days prior to the submission deadline:**

- Final budget and justification
- Any other items/info requested by the Research Advancement Team.

### **7 business days prior to the submission deadline:**

- Preliminary technical narrative, abstract, bios, and other required items for the proposal

### **4-5 business days prior to the submission deadline:**

All items (excluding technical) should be ready for uploading by the Research Advancement Team for internal routing for departmental approvals and for ORSPAs preliminary review. While all other documents/portions must be final at this time, there will still be an opportunity to make changes to the technical sections

### **3 business days prior to the submission deadline:**

Final application should be **submission** ready. Research Advancement Team will deliver the application electronically to ORSPA for their final review, signature, and submission.