

Steps to Proposal Preparation and Submission

- 1) The lead Principal Investigator (PI) notifies one of the proposal preparation team members about his/her intention to submit a proposal. The PI provides the funding opportunity information so a lead grants specialist can be designated and begin preparing for the submission.
- 2) The grant specialist will carefully review the solicitation to identify any unusual requirements or potential issues and start work on the budget.
- 3) The grant specialist works with the PI to establish a plan and tentative timeline for preparing and submitting the proposal.
- 4) The grant specialist and PI communicate and collaborate to prepare required materials such as the budget and budget justification (in internal and/or sponsor-required formats), current and pending documents, and conflict of interest lists.
- 5) The grant specialist team will gather information from the faculty to prepare the eProposal record. Required information includes the intellectual contributions (E%) for each key person on the research team, the type of research (basic, applied, etc.) or other project, human and/or animal subjects, workshops, and export control. *(Target completion: 2–3 weeks before sponsor deadline)*
4. While the PI and his/her collaborators work on the narrative, timeline, equipment & facilities materials, and data or other management plans as required by the sponsor, the grant specialist works on the budget and other materials and, if needed, coordinates proposal requirements with subrecipients.
5. When ready, the budget, summary, and subrecipients materials route through the University's [eSign](#) system for approvals from the PI, Co-PIs, department heads, deans and directors, and other special approvals as required. Depending on the number of eSigners and their availability, this step can take anywhere from 1 to 7 days or more. *(Target completion: at least 5–7 business days before sponsor deadline)*
6. When all proposal materials are ready and the budget has passed PreAward Services budget analysis, the grant specialist prepares the package to be submitted for final review by PreAward Services. If problems are found, the grant specialist will work with PI to address and correct the issue[s] as soon as possible. *(Target completion: at least 3–5 business days before sponsor deadline)*
7. Once proposal materials have passed PreAward Services review, the PI will be asked to look over the complete proposal once more before final submission. *(Target completion: at least 1–2 days before sponsor deadline)*
8. PreAward Services submits the proposal materials and sends submission confirmation to the PI and the lead grant specialist. *(Target completion: at least 1 day, ideally 2 days, before sponsor deadline)*