

Proposal Submission Timeline Chart

Working Days to Sponsor Deadline	Recommended Actions - Except where indicated, actions are intended for faculty.
Greater than 25 working days	<ul style="list-style-type: none"> • Generate the project concept after reviewing the Request for Proposal (RFP)/Program Announcement (PA). • Email the Sponsored Programs manager notifying her or him of the intent to submit a proposal. • Contact dean and chair for initial discussions about RFP/PA and ideas/concepts.
Greater than 20 working days	<ul style="list-style-type: none"> • Meet with the Sponsored Programs manager to review proposal guidelines and create plan for the development of the proposal. • Prepare proposal development work plan. • Begin planning the budget. • Discuss project and preliminary budget discussions as cost share or course release time or overload possibilities (as defined by academic affairs) with dean, department chair and discuss any compliance or training requirements with the Office of Research. • Contact appropriate university administrators regarding issues that will affect the university, for example, space (including needed renovations), information technology, controlled substances, etc. • Coordinate collaborative arrangements with external organizations/institutions.
15-20 working days	<ul style="list-style-type: none"> • Prepare preliminary budget with Sponsored Programs manager. • Finalize with appropriate administrators budget considerations such as cost share, course releases, etc. • Prepare draft/s and request letters of support (depending on the source, OSP may be able to help provide), MOUs, letters of collaboration, etc.
10-15 working days	<ul style="list-style-type: none"> • Share draft of proposal narrative and budget with colleagues for peer review.
7-10 working days	<ul style="list-style-type: none"> • Finalize project budget with Sponsored Programs manager. • By 5:00 p.m., via email, provide proposal abstract and narrative to Sponsored Programs manager for final edits.
Changes made after routing has initiated will require the routing process to begin again.	
7 working days	<ul style="list-style-type: none"> • Complete the Proposal Routing and Approval Form with the assistance of the Sponsored Programs manager to begin the routing process. The routing will need to include the abstract, budget, and budget justification. *Please Note: Chairs and deans may have specific routing requirements (i.e. some may require the full proposal for the routing). We will need to adhere to their requirements if different from those of SJSURF. • Prepare final proposal documents.
5 working days	<ul style="list-style-type: none"> • Assemble final documents for application with the assistance of Sponsored Programs manager.
3 working days	<ul style="list-style-type: none"> • Provide via email to your Sponsored Programs manager or through Cayuse, all final documents required for submission. • Review final application and notify Sponsored Programs manager that the proposal is ready for submission. The Authorized Organizational Representative (AOR) requires final completed documents for proposal review and approval.
2 working days	<ul style="list-style-type: none"> • Sponsored Programs manager submits the application • Sponsor usually will send a submission confirmation or list of errors to address in order to complete the application submission.
1 working day	<ul style="list-style-type: none"> • No later than 12:00 p.m., or as directed by sponsor, work with your Sponsored Programs manager to respond to submittal errors and re-submit the application to meet the official sponsor deadline. *Please Note: Errors are common and faculty should assume that the submission will have at least one error to address. Error corrections are usually submitted by the Sponsored Programs manager, unless otherwise noted in the sponsor guidelines.