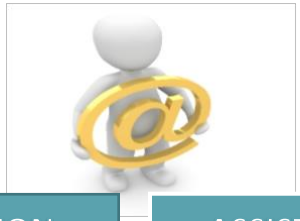
PI TIMELINE FOR PROPOSAL REVIEW AND SUBMISSION

DEVELOPMENT

Ideal: 60-180 Days
MINIMUM: 30 Days
Prior to Deadline



PI ACTION

- Notify RSP of intent to submit and info (agency, solicitation, and deadline) *or* Start CAYUSE SP Record
- Contact your CGO* (College Grants Officer)
- Develop budget
- Identify collaborators and subawards (if applicable)
- Develop drafts of all components

ASSISTANCE

- Your RSP Grants & Contracts Analyst or College Grants Officer will:
  - provide assistance
  - work with you to develop a budget and identify other required proposal components
  - review drafted materials and provide feedback

ASSEMBLY/FINALIZATION

Ideal: 30 Days
MINIMUM: 14 Days
Prior to Deadline

PI ACTION

- Send drafts of all materials (narrative, budget, attachments)
- Provide a final budget
- Complete CAYUSE SP record and Notify RSP Grant & Contract Analyst that the record is ready to route for approvals

ASSISTANCE

- Your RSP Grants & Contracts Analyst will:
  - provide review of documents
  - enter final budget into CAYUSE and sponsor forms/portal
  - follow-up with Chair, MAR, or Deans concerning routing issues

SUBMISSION

Ideal: 7 Days
MINIMUM: 2 Business Days
(electronic submission)
4 Business Days
(hardcopy submission)

PI ACTION

- College level approvals must be complete
- Send Final documents: narrative, budget, and all materials to RSP for final review, processing, upload, and submission

ASSISTANCE

- Your RSP Grants & Contracts Analyst will:
  - provide an administrative, quality, and compliance review of final documents
  - upload documents for electronic submissions
  - obtain wet signatures
  - compile and mail hardcopy documents

*If your college has a designated grants officer (CGO) please be sure to discuss with him/her what is required to prepare the proposal for college approval.