

SSW Pre-award Submission Timeline*

Principal Investigator Responsibilities

3+ Months Before Sponsor Due Date (60—90 days)	4 to 8 Weeks Before Due Date (20—60 days)	3 to 4 Weeks Before Due Date (15—20 days)	10 Business Days Before Due Date	5 Business Days Before Due Date	2 Business Days Before Due Date
⇒ Identify funding opportunity and submit to SSW Research Services the Intent to a Grant Submit online form ⇒ Initiate discussions with potential collaborators ⇒ Ensure available access to submission system and	⇒ Finalize Key Personnel (KP) & Scope of Work ⇒ Share all KP and grant personnel (including subawards, if applicable) on the Collaborator Info Table found in your Box Folder and alert SBR/AG ⇒ Work with SSW Research Services Team to ensure a firm draft of the budget is created and added to the Box Folder ⇒ Initiate discussions with IRB to ensure scope compliance	⇒ Confirm final scope and budget from all collaborators (including subawardees) by updating Collaborator Info Table and alerting SBR/AG ⇒ Work with SSW Research Services Team to finalize All Non-Technical Documents (<i>if needed</i>) - Budget Justification - Facilities/ Data Security Plan - Biosketches/CV's of Key Personnel - Current/Pending Support	⇒ SSW's Due Date for submission ⇒ Finalize Budget and all Proposal Documentation ⇒ If required, making sure all documents are in RAPSS ⇒ <u>SSW must approve all internal/external submissions</u>	⇒ RAPSS Funding Proposal documents due for ORSP review ⇒ Budget and all Administrative Requirements turned in to Box Folder and email SBR/AG ⇒ Complete Center/Institute Director Acknowledgment online form (if applicable)	⇒ Submit FINAL Science to SBR/AG or upload to RAPSS ⇒ PI must click on <i>Departmental Review</i> in RAPSS for SSW/ORSP approval ⇒ After Dept. approval, PI must click "Permission to Submit" in RAPSS ⇒ ORSP must approve all external applications prior to submission



3+ Months Before Sponsor Due Date (60—90 days)	4 to 8 Weeks Before Due Date (20—60 days)	3 to 4 Weeks Before Due Date (15—20 days)	5 Business Days Before Due Date*	Formal Sponsor Due Date
⇒ Receive notification of funding opportunity and RFP from Faculty/Staff members (SBR/AG) ⇒ Attends collaborator and PO meetings with PI (<i>if needed</i>) (SBR) ⇒ Create a Box Folder for all working documents and share with PI (SBR)	⇒ Ensure ORSP is aware of the submission (SBR/AG) ⇒ Create a Box Folder for working documents, send calendar invite for due dates, & initiate FP in RAPSS (SBR) ⇒ Work with the proposal team to discuss a first draft budget or to begin thinking about effort & F&A rates (SBR/AG) ⇒ If required, ensure all subawardee/partner documentation (budget/scope) is in progress (AG/SBR) ⇒ Ensure F&A documentation is on file. Discuss with PI if needed (AG)	⇒ Check to make sure administrative documents are in progress and/or executed by ORSP (SBR/AG) ⇒ Secure final budgets from all collaborators (including subawardees) (AG/SBR) ⇒ Draft Internal Project Account Request Forms/Cost Share Budgets and secure signature (AG) ⇒ Work with PI and the proposal team to ensure a firm draft of the budget is finalized (AG/SBR)	⇒ Ensure all documents are in the RAPSS Funding Proposal ⇒ Budget and all Administrative Requirements attached to Funding Proposal in RAPSS for final review <i>*This will be a SBR/AG Dual Effort.</i>	ORSP must submit the proposal package or Approves Department to Submit (<i>this will depend on the sponsor submission requirements</i>) SSW Research Services Team will send final confirmation to Proposal Team and save a final version of the proposal in the P Drive

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Good Luck!

Research Services Responsibilities

* Note that the sponsor guidelines might have earlier date requirements