

**Grant Application Process & Timeline**

**Arts and Letters**

Steps	PI Task	Who	Purpose	Ideal Date of Initiation	Planned Due Date	Follow-up/Comments
1	Notify Associate Dean and Dept. Chair of intent to Submit; Provide funding opportunity, proposal mechanism, any mandatory cost share requirement, and draft abstract. Send copy of RFP to Sponsored Research so they can begin vetting issues and concerns. PI includes this form with proposed "planned due dates" for each step. (can be via email)	PI, Assoc. Dean, Dept. chair, Sponsored Research	To provide preliminary information to determine feasibility of grant	Minimum 6-8 weeks before grant deadline		
2	Meet with Arts and Letters and Sponsored Programs Proposal Team	PI, Chair, Assoc. Dean, College Business Office rep., Sponsored Programs rep.	To develop preliminary budget estimates; create a draft scope of work plan; create a work schedule	Minimum 6-8 weeks before grant deadline		
3	Meet with Sponsored Program's Grant Facilitator	PI and grant facilitator	To discuss PI's needs, strategies, review RFP, draft narratives, etc.; set target dates for future work with facilitator	Minimum 4-6 weeks before grant deadline		
4	Meet with A&L Budget Office rep.	PI and Business office rep.	To finalize budget issues as agreed in previous meetings with chair; Confirm that PI and team are in Grants ERA and that PI has all required institutional forms	Minimum 4-6 weeks before grant deadline		
5	Submit draft to the Associate Dean and Dept. Chair;	PI, Chair, and Assoc. Dean	To monitor progress, budget agreements, etc.	Minimum 3 weeks before grant deadline		
6	Review Proposal through a Mock Review of Peers; PI must leave time for peers to review the grant and give feedback. (This step is highly recommended to be competitive)	PI and Sponsored Programs	To ensure that grant has peer feedback before final revision and submission	Minimum 3 weeks before grant deadline		
7	Revise grant application	PI	To make final revisions	Minimum 2 weeks before grant deadline		
8	Submit through Grants ERA for A&L Approval	PI, Chair, Assoc. Dean	For signature	Minimum 7 business days before grant deadline		
9	Continue through GrantsERA to Sponsored Programs for final approval	PI, Sponsored Programs	Submission	Minimum 5 business days before grant deadline		