PROPOSAL SUBMISSION TIMELINE FOR PRINCIPAL INVESTIGATORS (PI)

30 Days before deadline

- Identify funding announcement/Request for Proposal (RFP)
- Review RFP to verify eligibility
- Brainstorm/ Discuss with college Research Administrator (RA) & Department Chair

25 Days before deadline

- Identify partners
- Organize team meeting to identify goals/responsibilities
- Create proposal outline according to sponsor guidelines/ RFP

20-15 Days before

- Write proposal
- Develop budget and justification with input from the RA

10 Days before deadline

- Finalize budget with PI and college RA
- Initiate sponsor application within sponsor system (e.g. Grants.gov Workspace, Research.gov, etc.)

8 Days before deadline

- Submit proposal information and documents through FAU's proposal and submission system, i.e. grantsERA or Novelutions

7 Days before deadline

- Route proposal for review and approval by the Department Chair and Dean's office
- Proposals involving multiple faculty from different units and colleges may take longer to route.

5 Days before deadline

- OSP commences full review of proposal documents and provides feedback as needed

2 Days before deadline

- PI submits final technical documents to OSP
- OSP reviews and approves for final submission
- OSP submits electronic proposal through sponsor system
- For proposals not requiring OSP to submit, PI submits to sponsor with a copy to OSP

1 Day before deadline

- If sponsor system generates errors, PI and OSP work together to address the errors
- OSP resubmits electronic proposal through sponsor system
- Proposals not requiring OSP to submit to the sponsor, PI resubmits proposal to sponsor

Proposal Deadline

- This day should be reserved to resolve unanticipated errors, system failure, computer glitches, etc. This ensures the proposal is submitted on time.

Note: Technical errors with sponsor systems are common and PI's should anticipate possible errors