

Proposal Submission Timeline for the Psychology Department

1 Month Prior to Agency Deadline:

1. Request Proposal Support to the A&S Research office staff

15 Business Days before Proposal Submission:

- a. Cayuse record has been started
- b. Budget is drafted
- c. Budget Justification is drafted
- d. Statement of Work has been drafted
- e. Technical proposal documents are in process
- f. FCOI form has been filled out
- g. Export Control form has been filled out (if necessary)
- h. A&S Staff has contacted Subaward institution for documents

10 Business Days before Proposal Submission:

- a. Cayuse SP record is completely filled out
- b. Budget is finalized
- c. Budget justification is finalized
- d. Statement of Work is finalized
- e. Subaward documents have been received

7 Business Days before Proposal Submission:

- a. A&S Staff/Psych Fiscal Staff have completed preliminary review of proposal (budget, budget justification, subaward documents if applicable)

6 Business Days before Proposal Submission:

- a. PI has approved the Cayuse SP record and submitted for routing
- b. All final proposal documents have been uploaded (including final technical documents)
- c. Proposal is in the process of routing to Office of Sponsored Projects – changes are highly discouraged at this point

5 Business Days before Proposal Submission

- a. Final proposal has been approved by all departments and is in the Office of Sponsored Projects for review

****PLEASE NOTE:**

- **Proposals submitted less than 2 business days prior to the submission deadline WILL NOT be submitted for any reason.**
- **If the proposal is routed to the Office of Sponsored Projects 2 – 4 business days prior to submission, the proposal may or may not be submitted. If the proposal is submitted, an administration fee will be charged either to the department or the PI.**