

**Office of Grants and Contracts
Pre-Award Procedures Timeline**

Days before
Deadline

Tasks

45-90 days

- PI notifies OGAC of interest. OGAC and PI meet to discuss RFP guidelines, requirements, obligations, and timeline. If an electronic submission is required, the PI must register him/herself with the appropriate agency. This will require the assistance and approval of OGAC. Since this may take more than one day, it is recommended that the PI get registered as early in the process as possible and develop the proposal in a manner consistent with the electronic format.
- Director of OGAC provides PI with copy of routing sheet and explains requires and timing.
- PI and Director of OGAC jointly call program officer at funding source for general discussion of concept and requirements.
- PI organizes outside collaborators (if applicable), evaluator, and/or partners.
- PI develops initial draft or outline of project or research plan.
- PI discusses projected personnel needs, matching requirements (if any) with Chair, Dean, and OGAC.

30-45 days

- PI continues narrative development.
- PI prepares initial draft budget and budget narrative/justification and discusses budget with OGAC.
- PI continues to refine narrative and budget, and provides OGAC with revised budget.

30 days

- PI shares proposal with colleagues for comment and input.

- PI submits proposal draft including budget and budget narrative/justification to OGAC, who reviews for compliance and solicits approval from Controller.

15 days

- PI incorporates OGAC and Controller comments into final proposal.
- PI assembles proposal package. If this is an electronic submission, the PI must download the material onto the appropriate forms. This may take more than one day.

10 days

- PI initiates final approval process by completing the required routing sheet and obtaining approval signatures from Chair, and Dean, and submits routing sheet and hard copy of the proposal to OGAC.
- OGAC obtains remaining signatures required by routing sheet.

5 days

- If a paper submission, PI provides OGAC with a copy of the complete proposal for final compliance review.
- OGAC returns proposal to PI for submission. Cover transmission letter will be developed and provided by OGAC.
- If submission is electronic, PI provides OGAC with complete electronic file of the proposal for submission. Electronic submissions can only be done by the OGAC.