# SSW Proposal Preparation Tasks & Timeline

## 6 Weeks Before Proposal Due Date

<table>
<thead>
<tr>
<th>Principal Investigator</th>
<th>Ellen Hayse (SSW Pre-Award Office)</th>
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<tbody>
<tr>
<td>1. Identifies grant opportunity to pursue</td>
<td>1. Review RFP and requirements</td>
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<tr>
<td>2. Discusses idea with funder’s Program Officer</td>
<td>2. Initiate eTransmittal</td>
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<td>3. Communicates with research team members</td>
<td>3. Send RFP/link to OSP/CGA</td>
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<td>5. Provides project overview and budget and subcontract information to Ellen</td>
<td>5. Determine IDC and/or Waiver needs</td>
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<td>6. Determines whether to request IDC waiver</td>
<td>+ Notify PI if waiver is necessary</td>
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## 3 Weeks Before Due Date

### PI & Research Team

**Individual Team Members’ Responsibilities**

1. Biosketch/CV
2. Current & Pending Support information
3. Conflict of Interest training/disclosure
4. Letters of Collaboration/Commitment

**Principal Investigator sends to Ellen**

5. Items 1-4 from Team members/Collaborators
6. (If needed) IDC Waiver to forward to CSS
7. Budget justification verbiage
8. Feedback/approval re: budget & justification

## 8-10 Days Before Due Date

### PI

1. Compiles proposal items for Team review
2. Obtains final input & makes final revisions

**PI provides to Ellen**

3. DRAFT of Abstract/Summary for eTransmittal
4. Decision concerning effort breakdown
5. Human Subjects information

### Ellen

1. Sends PI-approved budget & justification to OSP
2. Obtains OSP approval of budget & justification

## 6-8 Days Before Due Date

3. Completes eTransmittal & attaches documents
   - OSP approvals
   - Budget & Justification
   - Abstract/summary
4. Routes eTransmittal & notifies signers (8 days)

## 4-6 Days Before Due Date

### PI & Research Team

1. Approve routed eTransmittal
2. PI sends final sections of proposal to Ellen

### Ellen

1. Collects and uploads final proposal documents
2. Sends completed proposal package to OSP

## 3 Days Before Due Date

### Office of Sponsored Programs (OSP)

1. Accepts fully routed & approved eTransmittal
2. Submits electronic application/sends confirmation

**ONE DAY prior to DUE DATE**