

UNO Office of Research and Sponsored Programs

Grant Proposal Submission Time Line

There is more and more competition for sponsored funding at the same time that the amount of funding is dwindling.

This timeline encourages planning and allows your Research Administrator time to help you develop a competitive proposal and provide assistance with the routing form, budget, budget narrative and other non-narrative items.

For 2017, the Board of Regent deadlines for Notices of Intent (NOI) and proposals range from September 11 through November 21.

9-12 months before deadline

- PI identifies a suitable grant program.
- PI reviews guidelines to determine eligibility and contacts the Program Officer to confirm project fit.
- PI may apply for BoR or ORSP travel grant if visiting Program Officer in person.

6-9 months before deadline

- Begins writing proposal narrative and contacting collaborators and specialists to confirm availability. Collaborators and specialists agree to designated responsibilities and a timeline to submit supporting proposal documents (biosketches, current and pending, budget input, etc.)
- PI reviews Sponsor Guidelines and Scope of Work with Chair and Research Administrator (RA), prepares a draft budget, and determines application roles and responsibilities. PI secures internal approvals for any cost share amount in the budget from the appropriate fiscal authority.
- PI establishes contact with subcontracting organization, if applicable. PI introduces RA to administrative contact at subcontracting organization so that supporting documentation can be gathered. The subcontracting PI will need to obtain institutional authorization and plan for an additional set of internal deadlines.

3 months before deadline

- Cost share request initiated to request funds from each provider. Cost share approvals must be completed 1 month prior to proposal submission deadline.
- Draft full proposal is submitted for internal and/or external pre-review.

1-3 months before deadline (Deadline: 1 month before submission deadline)

- PI checks in with RA on status of other non-narrative proposal attachments.
- RA reviews and revises budget as needed.

1-3 months before deadline (Deadline: 3 weeks before submission deadline)

- PI and RA finalize budget and budget justification. PI or designee submits Routing Form to trigger appropriate Internal approvals.
- PI uploads final application to Routing Form and routes for approvals. PI corresponds with RA regarding edits or revision requirements.
 - The narrative can be edited after the Routing form is submitted – it is important to submit the other documents as early as possible.

One week prior to sponsor deadline

- PI should log into Board of Regents website LOGAN and ensure their account is active
- Begin uploading documents as finalized with RA

3 days prior to sponsor deadline

- RA and ORSP provide RF approval.
- RA and ORSP provides institutional sign-off and submit to Sponsor.

Late proposals

- Proposals are processed in the order they are received
- Proposals following the internal deadline may be given priority in processing
- LOGAN closes at 4:30 pm –
 - ORSP must have time to review the proposals and submit it prior to submission
 - Late proposals cannot be submitted because the system is locked by BOR

Award notification can often take anywhere from 6 months to 1 year. Applicants should map out their work plan in accordance with sponsor guidelines on review timeline and notification date.