Steps to Proposal Preparation and Submission

1. The lead Principal Investigator (PI) notifies one of the proposal preparation team members about his/her intention to submit a proposal. The PI provides the funding opportunity information so a lead grants specialist can be designated and begin preparing the submission.
2. The grant specialist will carefully review the solicitation to identify any unusual requirements or potential issues.
3. The grant specialist works with the PI to establish a plan and timeline for preparing and submitting the proposal.
4. The grant specialist and PI communicate and collaborate to prepare required materials such as the budget and budget justification, current and pending documents, and conflict of interest lists.
5. The grant specialist team will gather information from the faculty to prepare a Cayuse SP record. Required information includes project dates, title, activity type (e.g., basic research, applied research, etc.), and the allocation of credit (%) for each key person on the research team. *(Target completion: 2–3 weeks before sponsor deadline)*
6. While the PI and his/her collaborators work on the main narrative and other technical documents as required by the sponsor, the grant specialist works on the budget and other materials and coordinates with subrecipients (if applicable).
7. When ready, the budget and subrecipient materials route through the Cayuse SP system for certifications and approvals from the PI, Co-PIs, department heads, deans and directors, and other special approvals as required. *(Target completion: at least 5–7 business days before sponsor deadline)*
8. When all proposal materials are ready and the budget has passed PreAward Services budget analysis, the grant specialist submits the package for final review by PreAward Services. If problems are found, the grant specialist will work with PI to address and correct the issues. *(Target completion: at least 3– 5 business days before sponsor deadline)*
9. Once proposal materials have passed PreAward Services review, the PI will be asked to look over the complete proposal once more before final submission. *(Target completion: at least 1–2 days before sponsor deadline)*
10. PreAward Services submits the proposal materials and sends submission confirmation to the PI and the lead grant specialist. *(Target completion: 1–2 days before sponsor deadline)*

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