

## Proposal Preparation and Submission Timeline

Proposal Action	Due to Pre-Award in Advance of Deadline
1. Initial notification of intent to submit a proposal	We request at least 3 weeks in advance so that we can provide the greatest assistance to you.
2. Final budget, budget justification, and draft project description/research strategy/SOW. All subaward documentation. All cost share approvals.	5 business days in advance
3. Final administrative documents for submission (excl. final project description/research strategy/SOW)	3 business days in advance
4. Final project description/research strategy/SOW	By 12 NOON on business day prior to submission

In the cases where proposals are due outside normal business hours (8 a.m. - 5 p.m.), 5 p.m. EST of the day of the deadline should be considered the official submission deadline. If a PI is unable to meet the processing timeline, every effort will be made by Pre-Award to submit a PI's proposal to the sponsor by the stated deadline. **Proposals processed within the expected timeline will take precedence over those that are outside the expected timeline and will be handled on a first-come first-served basis.**

9/10/19