

### Proposal Preparation and Submission Timeline

Proposal Action	Timeline
1. Initial Notification of Intent to Submit a Proposal, submitted through the webform on OSP's website	We kindly request six weeks of notice so we can provide the greatest assistance to you
2. Final Budget (including any cost share sign-off), Justification, Subaward Documentation, and Final Proposal Routing Form (PRF)	5 business days in advance of the deadline
3. All Final Documents for Submission	2 business days in advance of the deadline
4. Proposal Submission	It is our intent that all proposals will be submitted <b>one business day before the deadline</b>

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.

Kindly,

WPI's Office of Sponsored Programs