General Guidance to Plan Your Grant Proposal Submission

2 MONTHS BEFORE SPONSOR DUE DATE
- Initiate Proposal Development
- Identify Tasks and Milestones

3 WEEKS BEFORE SPONSOR DUE DATE
- Draft Ancillary Documents (especially letters of support)

1.5 MONTHS BEFORE SPONSOR DUE DATE
- Obtain electronic proposal submission access (e.g., eRA Commons, Research.gov)

5 WEEKS BEFORE SPONSOR DUE DATE
- Contact CoE Research Services Team (online notification)
- Meet with CoE Grants Administrator and Prepare Draft Budget

3-6 MONTHS BEFORE SPONSOR DUE DATE
- Identify Funding Opportunity
- Identify Collaborators & Start Participation Discussions

5 DAYS BEFORE SPONSOR DUE DATE
- Provide Final Version of Your Proposal Documents to CoE Grants Administrator for Compliance Review and Package Assembly (CoE deadline)

2 WEEKS BEFORE SPONSOR DUE DATE
- Finalize Budget and Ancillary Documents

2 DAYS BEFORE SPONSOR DUE DATE
- “Ready-to-submit” Version of Application Must Be Available for Institutional Reviews and Approvals (University Policy)

SPONSOR DUE DATE