# School of Education and Human Sciences
# Grant Proposal Submission Process and Timeline

*The timeline below is for an SEHS faculty member (PI) who has grant writing experience, will not need extensive support from the SEHS Office of Research and Grants, and has had prior, detailed proposal conversations with the department chair (and dean's office, if cost-share is included). This timeline is the fastest the proposal can be processed and submitted. Ideally, there is more notice given to the Office and an individualized timeline is developed. Novice PIs should meet with the Office personnel much sooner than this timeline indicates to establish a multi-month developmental process for grant proposal support.*

| STEP | WHEN |
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| Step 1: PI obtains permission from department chair to work on and submit the grant proposal. | As soon as PI decides to submit the proposal but no later than 20 <u>business</u> days before it is due. |
| Step 2: PI completes the appropriate *Notice of Intent* form found on the Office of Research and Grants (ORG) [website](#). | Immediately following discussion with Department Chair, and no later than 20 full <u>business</u> days in advance of sponsor's deadline. |
| Step 3: PI meets with the ORG to discuss personnel and timeline for pre-award grant support requested. | Scheduled within 2 <u>business</u> days of receipt of approved *Notice of Intent* form by the ORG. |
| Step 4: The ORG will open an application in the sponsor's proposal submission portal and give PI access to it. | Beginning as soon as possible after receipt of approved *Notice of Intent* and ORG/PI meeting. |
| Step 5:<br>a. With information from PI, the ORG completes UAB Extramural Support Checklist (Checklist) and Responsible Personnel List (RPL).<br>b. The ORG verifies with all personnel that they either have completed or will complete Financial Conflict of Interest training and disclosure (https://www.uab.edu/research/home/cirb-education-and-training) prior to initial proposal submission to UAB Office of Sponsored Programs (OSP).<br>c. PI submits first draft of grant proposal to the ORG for input into sponsor's portal or PI inputs first draft of grant proposal into sponsor's portal.<br>d. If a subaward is included in the proposal, then the ORG works with the PI to complete the OSP required forms.<br>e. If Cost Sharing is included in the proposal, PI provides required information to ORG to complete required Cost Sharing Commitment Form. | At least 17 full <u>business</u> days in advance of the sponsor's deadline. |

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| Step 6: ORG sends PI the completed Checklist to sign. Once PI signs, ORG sends the Department Chair the Checklist, along with any parts of the proposal the chair requests. When overall proposal is approved by Chair, Chair signs the Checklist and it is returned to ORG and PI. | At least 15 full business days in advance of the sponsor's deadline. |
| Step 7. (skip if there is no cost sharing in the proposal) If Cost Sharing is part of the proposal, the completed Cost Sharing Commitment Form is included in the documents sent to the PI and Chair to sign and all of the forms and proposal documents listed in Step 6 above are also routed to the Dean for review and approval after the Chair signs Checklist. When Dean approves, Dean signs Checklist and Cost Sharing Commitment form and forms are returned to ORG and PI. | At least 11 full business days in advance of the sponsor's deadline. |
| Step 8: PI submits final versions of all grant proposal documents to ORG for input into sponsor's portal or PI inputs final versions into sponsor's portal her/himself. | At least 8 full business days in advance of the sponsor's deadline. |
| Step 9: ORG validates proposal (checks for errors and completeness) in sponsor's portal and obtains any required edits from PI. | At least 7 full business days in advance of the sponsor's deadline. |
| Step 10: ORG submits all required proposal documents and forms to OSP per OSP guidelines. Includes Checklist, RPL, and complete application from sponsor portal. (Cost Sharing Commitment Form, and Subaward forms if applicable). Other documents may be required by OSP for non-federal grant competitions. | At least 6 full business days in advance of the sponsor's deadline. |
| Step 11: OSP officer conducts full review of proposal and related documents and communicates suggestions and needed changes to PI. | During period within 5 business days of sponsor's deadline. |
| Step 12: PI makes needed changes/edits to proposal documents and either submits final versions to sponsor's portal/OSP or sends final versions to ORG for submission to sponsor's portal/OSP. PI/ORG notifies OSP officer when proposal is in final form and ready for submission by OSP to sponsor. | Everything must be in final form no later than 2 full business days before sponsor's deadline, per OSP requirement. |
| Step 13: OSP officer "pushes button" to submit proposal/application to sponsor. PI receives email confirmation of submission. | Before Sponsor Deadline |