

## School of Engineering

### Grant Proposal Submission Process and Timeline

| STEP   | WHEN  |
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| <b>SELECTION OF FUNDING OPPORTUNITY</b><br>PI selects funding opportunity (Research and Proposal Development Coordinator can provide suggestions)  | Anytime   |
| <b>1. OBTAIN APPROVAL</b><br>PI obtains Chair approval to pursue opportunity, ONLY if special circumstances such as cost sharing, new space needs, or course buyout plans are required   | As soon as PI decides to work on the proposal   |
| <b>2. NOTIFICATIONS AND PORTAL ACCESS</b><br>a) PI submits the Notice of Intent to Submit Proposal e-form on the Engineering Research webpage:<br><a href="https://www.uab.edu/engineering/home/research-form">https://www.uab.edu/engineering/home/research-form</a><br>b) If PI wishes to qualify for Proposal Submission Incentive (PSI) Plan, PI submits proposal for pre-submission review. (See PSI Plan for additional information). PI should incorporate feedback received from review into the proposal<br>c) for SBIR or STTR proposals, PI also completes Notice of Intent to Submit an SBIR/STTR Grant Application with a Small Business Concern at the Office of Research webpage:<br><a href="https://go.uab.edu/notice-intent-sbir-sttr-sbc">https://go.uab.edu/notice-intent-sbir-sttr-sbc</a><br>d) PI registers in grant submission portal, opens an application, and provides access to Research Administrator (RA) and RPDC | Upon approval from Dept. Chair, if necessary. At least 60 days or ASAP before deadline<br><br>At least 60 days in advance of sponsor deadline<br><br>At least 30 days in advance of sponsor deadline<br><br>At least 60 days in advance of sponsor deadline |
| <b>3. REVIEW RFA/FOA AND MEET</b><br>a) RPDC reviews RFA/FOA, provides PI with list of required documents and grant submission timeline with cc: to RA. Gathers assigned documents<br>b) RA reviews RFA/FOA in parallel with RPDC.<br>c) RA contacts PI to schedule pre-award kickoff meeting to gather information needed from PI, exchange information, identify budget template, and begin workplan according to timeline   | a,b) Within 5 business days after submission of Notice of Intent to Submit Proposal e-form<br><br>c) Within 7 business days after submission of Notice of Intent to Submit Proposal e-form  |
| <b>4. PROPOSAL/DOCUMENTS AND OBTAIN SCHOOL LEVEL APPROVALS</b><br>a) PI collaborates with RA on budget, budget justification, Responsible Personnel List, Extramural Checklist, Cost Share Commitment Form (if applicable), and other RA-assigned items<br>b) PI collaborates with RPDC and others on proposal and other required documents.<br>c) PI uploads draft of scientific/technical proposal and its related sponsor required documents (such as Biosketch, Current and Pending Support, COA etc.) to Portal; uploads  | Final budget and budget justification are due 10 business days prior to Sponsor deadline. Other documents can be worked on until 5 business days prior to Sponsor deadline<br><br>During Period within 10 business days of Sponsor deadline                 |

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| <p>and continues to edit until initial submission to OSP for review</p> <p>d) RA routes Extramural Checklist, Budget, Budget Justification, RPL, Cost Share Commitment Form, if applicable, along with any parts of the proposal the Dept. Chair requests, through Adobe Sign to: PI, Dept. Chair, and Director of Administration and Fiscal Affairs for approval signatures</p>  | <p>d) 8 days prior to sponsor deadline</p>   |
| <p><b>5. PREPARE FOR INITIAL SUBMISSION TO OSP FOR REVIEW</b></p> <p>a) PI and RA communicate to confirm the most recent version of the scientific/technical proposal, its related sponsor required documents, and nonscientific supporting documents, have all been uploaded in sponsor portal and are ready for OSP review. Note: Proposal should be as complete as possible – OSP will only review it once (at Step 6). <b><u>By default, uploading documents to sponsor's portal is PI's responsibility, unless otherwise delegated to RA</u></b></p> <p>b) RA runs validation check of proposal to ensure it is error free</p> <p>c) RA marks proposal in sponsor portal as “ready to review” and sends OSP an email as such, including email attachments of required UAB Forms: (Extramural Checklist, RPL and Cost Sharing Commitment form, if applicable etc.); RA copies PI on this email notification</p> | <p>During period within 10 business days of sponsor deadline</p> <p>By 8:00 AM at least 5 full business days in advance of sponsor deadline<br/><b>(HARD OSP deadline)</b></p> |
| <p><b>6. OSP REVIEW</b></p> <p>OSP Officer conducts full review of proposal and all related documents and communicates suggestions and necessary changes to primary and secondary contacts (PI and RA)</p>  | <p>During period within 5 business days of sponsor deadline. PI will receive OSP review by 3 business days prior to Sponsor deadline</p>                                       |
| <p><b>7. FINALIZE FOR SUBMISSION TO SPONSOR</b></p> <p>a) PI makes any changes to scientific/technical proposal and its related required documents in the portal for submission to sponsor</p> <p>b) PI/RA collaborate to make any changes to nonscientific supporting documents and upload into portal for submission to sponsor</p> <p>c) PI/RA collaborate to make any changes to required UAB Forms</p> <p><b><u>By default, uploading documents to sponsor portal is PI's responsibility, unless otherwise delegated to RA</u></b></p>   | <p>During period within 5 business days of sponsors deadline and prior to noon 1 business day prior to sponsor deadline</p>  |
| <p><b>8. FINAL SUBMISSION TO OSP</b></p> <p>RA emails OSP Officer with notification that the proposal is final and ready to submit, along with a screenshot that the electronic system has been approved for submission; RA copies PI on this email notification</p>  | <p>By noon 1 business day prior to the sponsor deadline</p> <p><i>Note: Many government program officers specify NOT waiting until final day to submit.</i></p>                |
| <p><b>9. OSP SUBMITS PROPOSAL TO SPONSOR BY DEADLINE*</b></p>   | <p>By Sponsor deadline</p>   |
| <p><b>10. RECORDS MANAGEMENT</b></p>  | <p>Within 1 week after OSP submits proposal to sponsor</p>   |

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| RA files copies of final submission documents in a folder<br>named for the Proposal on the shared Engineering network<br>drive and notes the proposal submission date in Proposal Log |  |
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\*the process assumes an electronic submission; for paper submissions, Step 9 may be delegated to PI or RA

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