

60 days or ASAP before deadline



Principal Investigator:

Sponsor Due Date:

[Insert Grant Program] Grant Submission Timeline

DUE DATE	ACTION(S)	RESPONSIBLE PERSON
60 days (or as soon as possible) prior to Sponsor due date	PI Submits SOE Proposal Intent Form Guidance on meeting agency and/or UAB proposal requirements	PI SOE RPDC
Due to RPDC at least 14 days prior to OSP due date	Detailed reading of Research Plans	PI SOE RPDC
Due to RPDC at least 7 days prior to OSP due date	Review proposal documents for adherence to requirements in the FOA guidelines	PI SOE RPDC
At least 5-business days prior to OSP due date	Final budget, budget justification, and internal cost share memo (if applicable) due to SOE.	PI
At least 2-business days prior to OSP due date	PI uploads / provides all required documents needed for OSP review. PI certifies proposal after RA indicates it is complete.	PI
ROUTING PRIOR to SUBMISSION to OSP		
5-business days prior to OSP due date	Budget, and if applicable, internal cost share memo and cost share commitment form complete and sent to SOE Grants Administrator for review and approval	SOE RA
3-business days prior to submission to OSP due date	Cost share commitment form and IDC Revenue redistribution forms finalized and ready to route for signatures	SOE RA
1.5-business days prior to submission to OSP due date	PI certifies Funding Proposal (FP) in myUABResearch	PI
1-business day prior to submission to OSP due date	Ancillary review of FP in myUABResearch	SOE RA
1/2-business day prior to submission to OSP due date	FP is submitted for Dept Review in myUABResearch	SOE RA
SOE UPLOAD OF COMPLETE PROPOSAL		
5 full business days prior to Sponsor due date	THIS IS A HARD DUE DATE SET BY OSP (No budget changes) PI will be able to edit/update and make requested changes to research proposal documents up until the OSP Submission deadline	SOE RA
OSP REVIEW		
3-business days prior to Sponsor due date	Officer Review Summary (OSP indicates necessary corrections as per the FOA guidelines)	OSP:

Principal Investigator:

Sponsor Due Date:

OSP SUBMISSION		
1.5-business days prior to Sponsor due date	"Ready to Submit" Proposal (OSP will submit to Sponsor by due date)	PI SOE RA

Please note:

- In times of high demand, documents may need to be submitted sooner for review from the RPDC.
- The above deadlines and timeline due dates are firm, and any deviation from this schedule could possibly prevent/delay submission to the sponsor.
- Please provide impact/percentile score as soon as these scores become available as well as the sponsor's summary review of the proposal critiques to determine next steps.