School of Engineering
Grant Proposal Submission Process and Timeline

STEP	WHEN
1. PREAPPROVAL PI obtains permission from Dept. Chair to work on and submit the grant proposal, if any special circumstances, such as financial commitments, export control, and/or intellectual property	As soon as PI decides to work on the proposal
2. NOTIFICATIONS a) PI completes and submits the Notice of Intent to Submit Proposal e-form on the Engineering Research webpage: https://www.uab.edu/engineering/home/research-form	Upon approval from Dept. Chair, if necessary
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	At least 60 days in advance of sponsor deadline
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: https://go.uab.edu/notice-intent-sbir-sttr-sbc	At least 30 days in advance of sponsor deadline
3. COLLABORATION a) PI opens an application in the sponsor's proposal submission portal and uploads draft of scientific/technical proposal its related sponsor required documents (such as Biosketch, Current and Pending Support, COA etc.); uploads and continues to edit until initial submission to OSP for review	As soon as possible and until 5 full days of sponsor deadline (submission to OSP)
b) PI gives the Engineering Research Administrator (ERA), assigned to their department, access to the application in sponsor portal and meets with ERA to establish timeline for collaboration to meet OSP and sponsor deadlines, providing ERA with proposal information, draft budget and RPL, etc.	As soon as possible, and no later than 8AM at least 10 full business days in advance of sponsor deadline
c) ERA reads the RFA or PA for sponsor requirements, communicates with PI regarding what is needed, and works to assist PI in completing the nonscientific supporting documents such as budget and required UAB Forms, such as RPL, Extramural Checklist, and Cost Share Commitment Form, if applicable	During period within 10 business days of sponsor deadline
4. OBTAIN SCHOOL LEVEL APPROVALS Upon completion of collaboration, ERA 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.	During period within 10 business days of sponsor deadline

5. PREPARE FOR INITIAL SUBMISSION TO OSP FOR REVIEW a) PI and ERA 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). ***By default, uploading documents to sponsor's portal is PI's responsibility, unless otherwise delegated to ERA*** b) ERA runs validation check of proposal to ensure it is error free	During period within 10 business days of sponsor deadline
c) ERA 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.); ERA copies PI on this email notification	By 8:00 AM at least 5 full business days in advance of sponsor deadline
6. OSP REVIEW OPS Officer conducts full review of proposal and all related documents and communicates suggestions and necessary changes to primary and secondary contacts (PI and ERA)	During period within 5 business days of sponsor deadline
7. FINALIZE FOR SUBMISSION TO SPONSOR a) PI makes any changes to scientific/technical proposal and its related required documents in the portal for submission to sponsor b) PI/ERA collaborate to make any changes to nonscientific supporting documents and upload into portal for submission to sponsor c) PI/ERA collaborate to make any changes to required UAB Forms ***By default, uploading documents to sponsor portal is PI's responsibility, unless otherwise delegated to ERA***	During period within 5 business days of sponsors deadline and prior to noon 1 business day prior to sponsor deadline
8. FINAL SUBMISSION TO OSP ERA 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; ERA copies PI on this email notification	By noon 1 business day prior to the sponsor deadline
9. OSP SUBMITS PROPOSAL TO SPONSOR BY DEADLINE*	By sponsor deadline
10. RECORDS MANAGEMENT ERA files copies of final submission documents in a folder named for the Proposal on the shared Engineering network drive and notes the proposal submission date in Proposal Log	Within 1 week after OSP submits proposal to sponsor

*the process assumes an electronic submission; for paper submissions, Step 9 may be delegated to PI or ERA

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