**College of Pharmacy**

**Competitive Proposal Submission Timeline**

1. **Find an opportunity to apply for…**
   - Inform College RA as soon as you are aware you will be submitting a proposal: Ask any questions regarding deadlines, sponsor requirements, restrictions, etc. *Read the solicitation*

2. **3 Weeks prior to Deadline**
   - Send College RA Breakdown of Budget: Ask questions regarding compliance (animal and human subjects), subawards, consultants, equipment breakdown, travel, etc.
   - **Tip:** Inform your College RA, even if it is a tentative submission. Set a “target date” to submit the proposal 2 days before it’s official deadline (allows for problem solving technical glitches). Send the College RA as much information as possible (i.e., solicitation, etc.)
   - **Tip:** Provide as much detail as possible of what is to be included in your budget. Be clear of the restrictions stated in the solicitation in regards to budget caps and allowable/unallowable expenses.

3. **2 Weeks prior to Deadline**
   - Create/Submit Transmittal: Information required for this:
     1. Final Project Title
     2. Proposed Project Dates
     3. Final Project Budget
     4. Compliance information: Animals, Human Subjects, Biohazards
     5. Choose Research Clusters
     6. Final Abstract or Statement of work
     7. Subaward budget and statement of work (if applicable)
   - **Tip:** It is imperative to submit the transmittal as early as possible to ensure all necessary approvals are in place to proceed with the final submission. To create/submit a transmittal, please go to

4. **5 Business Days**
   - Submit final Proposal to College RA: College RA will review the entire proposal and send the review with comments/suggestions to PI for review
   - **Tip:** Double check list of required documents and ensure documents are being provided to the College RA with sufficient time to conduct a complete review. This stage is imperative, as many errors are corrected during this time. After discussing any needed changes with me, send an email confirming that you are ready for me to submit

5. **3 Business Days**
   - Submit final Proposal to OCG: OCG will conduct final review of the entire final proposal and submit to sponsor
   - **Tip:** At this stage, the proposal is finalized and ready for submission. It is imperative that the proposal be prepared within 5 business days to the deadline. This is to ensure that the electronic submission systems have sufficient time to ensure the proposal is submitted without any technical glitch or error.

6. **2 Business Days prior to Sponsor Deadline**
   - Proposal Submitted to Sponsor