

College of Education & Human Development – Research Development Office Grant Submission Flow

		PI/Co-PI Deadlines			RDO & SRS Deadlines	
		1-12 Months	3 Weeks (15 Business Days)	7 Business Days	4 Business Days	2-0 Business Days
Action Required	<p>Notify RDO of any potential grant interest and/or particular RFP as soon as you find it.</p>	<p>For a complete RDO review¹ please submit a request using the <u>Proposal</u> <u>Submission Form</u>² at least 3 weeks in advance of the proposal deadline.</p>	<p>Final versions of the <u>budget</u> and all proposal materials (RFP-specific) are due to RDO 7 full business days prior to the day of the proposal deadline.</p>	<p>RDO must submit proposals to SRS at least 4 business days in advance of the proposal deadline. The 4 days include the proposal deadline day.</p>	<p>Proposals will receive authorizations from SRS and be submitted to the sponsor.</p>	
Approvals	<p>PI approvals and financial conflict of interest (FCOI) compliance for large center grants must be done within one month of deadline.</p>	<p>PIs/co-PIs must notify their Department Chair of intent to submit and receive approval for Course Buyout, Cost Share, or Space Usage intentions.</p>				
Clarifying Notes	<p>Large center grants or institutional training grants must be submitted at a minimum of one month before proposal deadline.</p>	<p>If your proposal contains sub-awards, complex/unique requirements, or special permissions requests (such as IDC complications or cost share), you must submit <u>Proposal Submission Form</u> by this deadline.</p>	<p>Dependent on time constraints, proposals submitted at this time may not receive a complete review but only a limited review involving full review of budgetary compliance and confirmation of documents required for submission.</p>	<p>RDO will serve as liaison between SRS and PI. PI must be accessible (via email or phone) to RDO in case problems or questions arise during this time frame.</p>		
<p>¹ Complete RDO review includes budget and budget justification preparation, coordinating document conversion, edit of document formatting for RFP requirements, subcontract coordination of materials needed, coordinating signatures needed, and editing documents for RFP content fit as time allows.</p> <p>² See attached form link.</p>						

Example: The RFP specifies a deadline of the **23rd** of the month. The calendar below demonstrates resulting deadlines for PIs:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	1	2 Proposal Submission Form Submitted to RDO by 5 p.m. CST	3	4	5	6	7
Week 2	8	9	10	11	12 Final Materials Submitted to RDO by 5 p.m. CST	13	14
Week 3	15	16	17 Submission of Proposal by RDO to SRS by 5 p.m. CST	18 SRS Review Deadline	19	20 Authorization for Proposal Submission to sponsor from RDO/SRS	21
Week 4	22	23 Proposal Due to Sponsor	24	25	26	27	28
Week 5	29	30	31				