

Proposal Submission Schedule

To provide efficient and thorough customer service to researchers, the below timetable provides information on when to start the proposal process, when to work with Research Services and deadlines for submission to ORIED and sponsor.

PI/Co-PI Deadlines			UT-ORII Deadlines	Route in Cayuse	DRA Deadline	Sponsor Deadline
	1-12 Months Prior to Deadline	3 Weeks Prior to Deadline (15 Business Days)	11 Business Days Prior to Deadline	8 Business Days Prior to Deadline, 5PM	5 Business Days	4-0 Business Days
Action Required	Notify Research Services of any potential grant interest or RFP	Submit a Proposal Notification Form at least 3 weeks in advance of the proposal deadline	Submit to Research Services non-technical, financial, and supplemental documents for final review	Submit record in Cayuse for institutional routing; finalize proposal documents in sponsor portals	Routing should be complete and in DRA's office by this deadline	DRA submission to sponsor
Additional information	<p>PI's (and Co-PI's) should ensure appropriate user/login information before beginning the proposal process (i.e. NSF ID for Research.gov or eRA Commons for NIH)</p> <p><i>PI's should also include in their timeframe, room for external or technical review of their proposals by a third party</i></p>	If your proposal contains subawards, complex/unique requirements, or special permissions requests (such as IDC complications or cost share), you must submit Proposal Notification Form by this deadline.	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>Proposals will be routed for approval at UT-ORII and sent to DRA upon completion</p> <p><i>8 Days is based on proposals with multiple units/investigators to accommodate time for routing. This deadline period can be reduced if proposals are routing only within UT-ORII</i></p>		

Example Submission Calendar

Example is of an RFP with a deadline of the 26th

Month	S	M	T	W	Th	F	Sa
Week 1	1	2 Submit Proposal Notification Form	3	4	5	6	7
Week 2	8	9	10	11	12	13 Research Services Final Review	14
Week 3	15	16	17 Proposal Routing to DRA	18	19	20 DRA DEADLINE	21
Week 4	22	23	24	25	26 PROPOSAL DUE TO SPONSOR	27	28
Week 5	29	30	31				