

School of Education

Internal Grant Proposal Submission Timeline for SOE PI

The timeline below is for a SOE PI who has grant writing experience, will not need extensive support from the SOE Office of Research, Grants, and Faculty Development, and has had prior, detailed proposal conversations with the department chair(s) (and dean's office, if cost-share is included). This timeline is the fastest the proposal can be processed and submitted. Ideally, there is more notice given to the Office and an individualized timeline is developed. Novice PIs should meet with the Office personnel much sooner than this timeline indicates to establish a multi-month developmental process for grant proposal support. All steps in the timeline below can be completed electronically.

STEP	WHEN
Step 1: PI obtains permission from department chair to work on and submit the grant proposal.	As soon as PI decides to submit the proposal but no later than 20 <u>business</u> days before it is due.
Step 2: PI completes the appropriate <i>Notice of Intent</i> form found on the Office of Research, Grants and Faculty Development (ORGFD) website .	Immediately following discussion with Department Chair, and no later than 20 full <u>business</u> days in advance of sponsor's deadline.
Step 3: PI meets with the ORGFD to discuss personnel and timeline for pre-award grant support requested.	Scheduled within 2 <u>business</u> days of receipt of approved <i>Notice of Intent</i> form by the ORGFD.
Step 4: The ORGFD will open an application in the sponsor's proposal submission portal and give PI access to it.	Beginning as soon as possible after receipt of approved <i>Notice of Intent</i> and ORGFD/PI meeting.
Step 5: a. With information from PI, the ORGFD completes UAB Extramural Support Checklist (Checklist) and Responsible Personnel List (RPL). b. The ORGFD verifies with all personnel that they either have completed or will complete Financial Conflict of Interest training and disclosure (https://www.uab.edu/research/home/cirb-education-and-training) prior to initial proposal submission to UAB Office of Sponsored Programs (OSP). c. PI submits first draft of grant proposal to the ORGFD for input into sponsor's portal or PI inputs first draft of grant proposal into sponsor's portal. d. If a subaward is included in the proposal, then the ORGFD works with the PI to complete the OSP required forms. e. If Cost Sharing is included in the proposal, PI provides required information to ORGFD to complete required Cost Sharing Commitment Form.	At least 17 full <u>business</u> days in advance of the sponsor's deadline.

<p>Step 6: ORGFD sends PI the completed Checklist to sign. Once PI signs, ORGFD sends the Department Chair the Checklist, the RPL to review, along with any parts of the proposal the chair requests. When overall proposal is approved by Chair, Chair signs the Checklist and it is returned to ORGFD and PI.</p>	<p>At least 15 full <u>business</u> days in advance of the sponsor’s deadline.</p>
<p>Step 7. (<u>skip if there is no cost sharing in the proposal</u>) If Cost Sharing is part of the proposal, the completed Cost Sharing Commitment Form is included in the documents sent to the PI and Chair to sign and all of the forms and proposal documents listed in Step 6 above are also routed to the Dean for review and approval after the Chair signs Checklist. When Dean approves, Dean signs Checklist and Cost Sharing Commitment form and forms are returned to ORGFD and PI.</p>	<p>At least 11 full <u>business</u> days in advance of the sponsor’s deadline.</p>
<p>Step 8: PI submits final versions of all grant proposal documents to ORGFD for input into sponsor’s portal or PI inputs final versions into sponsor’s portal her/himself.</p>	<p>At least 8 full <u>business</u> days in advance of the sponsor’s deadline.</p>
<p>Step 9: ORGFD validates proposal (checks for errors and completeness) in sponsor’s portal and obtains any required edits from PI.</p>	<p>At least 7 full <u>business</u> days in advance of the sponsor’s deadline.</p>
<p>Step 10: ORGFD submits all required proposal documents and forms to OSP per OSP guidelines. Includes Checklist, RPL, and complete application from sponsor portal. (Cost Sharing Commitment Form, and Subaward forms if applicable). Other documents may be required by OSP for non-federal grant competitions.</p>	<p>At least 6 full <u>business</u> days in advance of the sponsor’s deadline.</p>
<p>Step 11: OSP officer conducts full review of proposal and related documents and communicates suggestions and needed changes to PI.</p>	<p>During period within 5 <u>business</u> days of sponsor’s deadline.</p>
<p>Step 12: PI makes needed changes/edits to proposal documents and either submits final versions to sponsor’s portal/OSP or sends final versions to ORGFD for submission to sponsor’s portal/OSP. PI/ORGFD notifies OSP officer when proposal is in final form and ready for submission by OSP to sponsor. OSP officer “pushes button” to submit application to sponsor.</p>	<p>Everything must be in final form no later than 2 full <u>business</u> days before sponsor’s deadline, per OSP requirement.</p>
<p>Step 13: ORGFD sends copies of all final documents to relevant SOE offices.</p>	<p>Within a week after OSP submits proposal to funder.</p>