

Grant Application Process Responsibilities & Timetable

2. Discuss intended application, as appropriate, with program official, department chair, associate dean and/or dean. 2. Identify all Co-PIs, collaborators, subcontractors and consultants. 3. Provide Sponsored project office (SPO) Contact information for subcontractors to OSPAR. 4. Notify prospective subcontractors and consultants of the timeline and required deliverables. 1. Submit complete First Draft of proposal to OSPAR. Minimum II' draft requirements: • Detailed budget & budget justification • Biographical sketches of key personnel (if applicable) • Abstract, specific aims or scope of work 2. Ensure collaborators, subcontractors and consultants have submitted their required documentation to OSPAR. A Final Draft is a substantially complete, collated application containing all required components and formatted according to sponsor requirements. 2. Submit complete First Draft of SPAR. A Final Draft is a substantially complete, collated application containing all required components and formated according to sponsor requirements. 2. SopAR reviews final documents. 2. OSPAR reviews final documents on frain and proview documents. 2. OSPAR reviews final documents on final proview documents. 2. OSPAR reviews final documents on final proview documents. 2. OSPAR reviews final documents on final proview documents. 3	Timeframe	Principal Investigator Responsibilities	OSPAR Responsibilities
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2. Jays before deadline 1. Provide OSPAR with details for Initial Budget. 2. Identify all Co-Pls, collaborators, subcontractors and consultants. 3. Provide sponsored project office (SPO) Contact information for subcontractors to OSPAR. 4. Notify prospective subcontractors and consultants of the timeline and required deliverables. 1. Submit complete First Draft of proposal to OSPAR. 4. Minimum 1 st draft requirements: • Detailed budget & budget justification • Biographical sketches of key personnel (if applicable) • Abstract, specific aims or scope of work 2. Ensure collaborators, subcontractors and consultants have submitted their required documentation to OSPAR. A Final Draft is a substantially complete, collated application containing all required components and formated according to sponsor requirements. - 3.4 business days before deadline - 2-3 husiness days before deadline - 2-3 business days before deadline - 2-3 husiness days before deadline - 3-4 husiness days before deadline - 3-4 provides PI with a list of required materials for consultants. 2. DSPAR reviews and returns first draft with consultants. 3. Requests materials from subcontractors and recurning the provides provides and required documentation. 2. Works to finalize budget and budget justification and current apending support. 3. Requests materials from subcontractors and recurning the provides play into provides provides publications of provides and returns first draft with consultants. 4. Provides PI with a list of required materials for consultants. 5. Despar reviews and returns first draft with consultants. 5. OSPAR reviews final documents. 2. OSPAR confirms changes. 2. OSPAR sends approved Data			2. Obtains and reviews sponsor submission criteria.
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3. Senior Director, Grants (OSPAR) 4. Director, Grants (Financial Affairs)			ŕ
4. Director, Grants (Financial Affairs)			
5. VP of Finance & Operations (only for proposals			5. VP of Finance & Operations (only for proposals
with Facilities changes and capital projects)			with Facilities changes and capital projects)
6. President (non-Academic Proposals)*			<u> </u>
Deadline 1. Under special circumstances, PI would submit <u>after</u> 1. OSPAR submits application to the sponsor.	Deadline		
receiving clearance from OSPAR. 2. Routes any confirmation or follow-up			*
2. Forward complete copy of submission and any follow-up correspondence to OSPAR. A "business day" is defined as Monday to Friday from the hours of 9:00 a.m. to 5:00 p.m., and does not include weekends		follow-up correspondence to OSPAR.	-

A "business day" is defined as Monday to Friday from the hours of 9:00 a.m. to 5:00 p.m., and does not include weekends and holidays

* Additional time should be budgeted when President's approval is required.

OSPAR CANNOT ENSURE ON-TIME SUBMISSION IF THESE INTERNAL DEADLINES ARE NOT MET.