Typical Proposal Timeline w/ Checklist

At the beginning of proposal effort, alert Pre-Award Specialist at Faculty Services (SPS), InCHIP, CESE.

In the middle of proposal effort, develop required documents, commonly the following:
- Narrative
- Budget and budget justification
- Biosketches (resumes)
- Conflict of Interest -or- Collaborators & Other Affiliations forms
- Current & Pending Support forms
- Data Management Plan
- Facilities and Other Resources
- Equipment
- UConn-internal docs, such as IPR, PI eligibility, and cost share forms. The Pre-Award Specialist will guide the PI.

At the end of proposal effort, send administrative items to Pre-Award Specialist. Adhere to published due dates. Pre-Award Specialist will provide internal milestones necessary to process proposal by sponsor deadlines.
All extramural grant requests are submitted by SPS on behalf of faculty

**Entire proposal is due to Pre-Award Specialist:**
- IPR form, budget and budget justification should be as close to final as possible.
- Narrative pieces may still be in draft.
- Pre-Award Specialist will review proposal and prepare to send to SPS.
- Pre-Award Specialist will work with the PI during this time.

**Entire proposal is due to SPS for processing:**
- The IPR form, budget, and budget justification must be final. No changes are allowed after this date.
- Narrative pieces may be in draft form; letters of support or collaboration generally accepted after this date.
- SPS will conduct a review; work with Pre-Award Specialist for any questions

**Final narrative due**
- No further changes are allowed to any proposal document
Large/Strategic Proposal Support Timeline

RFP/RFA Receipt

Pre-Award Specialist, PI work together to develop administrative items, incl subawardees artifacts

CAHNR Grants Officer works with PI to develop narrative outline, produce RFP compliance matrices, develop and manage proposal schedule, manage subawardees, identify section authors, develop and manage proposal schedule, perform strategic proposal review, perform final content edit

Support Hanover Research’s consultation, review, and edit activities for large/strategic proposals where applicable

10 business days before sponsor due date:
-- Deadline for PI to submit entire application to Faculty Services for review (Scientific narrative may still be a draft)

5 business days before sponsor due date:
-- Faculty Services advances proposal to Sponsored Programs for final processing

1 business day before sponsor due date:
-- PI submits final narrative to Faculty Services; they send to Sponsored Programs
   -- Sponsored Programs submits proposal

Proposal Due