

PROPOSAL PREPARATION & SUBMISSION TIMELINE

Revised November 22, 2022

OVERVIEW

This resource document provides a *general* timeline for Fund Managers and PI's who are submitting proposals. Remember to plan ahead, especially if subawards are involved!

The recommended/approximate timeline is provided in **red** and **purple** below. Best practice is for PI to email the proposal documents to the FM piecemeal as each document is finalized so that there is enough time for FM to review/reformat/upload the documents. Encourage PIs to avoid waiting to send all final documents all at once or sending draft versions of documents. The PI can make any corrections/provide any missing documents brought up by the FM. It would be beneficial to have all the proposal documents sent to the FM a few days before the OCGA/DOM DRA deadline.

TIMELINE

E.g., K08 submission is due October 12, 2022. DOM DRA (Department of Medicine Departmental Research Associate) deadline is October 7, 2022.

1. PI notifies fund manager of intent to submit a proposal **-as soon as PI plans to submit a proposal/at least 1 month prior to sponsor deadline. If the PI plans to include a subaward site, it is best to notify 2+ months in advance as the subaward sites have their own internal timeline to account for (e.g., for the K08: August ~ September)**
2. PI provides fund manager (FM) with basic proposal information **~1 month prior to sponsor deadline (e.g., September 12-23)**
 - a. Proposal Title
 - b. Project Start & End Date
 - c. Name of Subaward Sites, if applicable (*note that proposals with subawards take longer so it's best to start at least 1 month in advance*)
 - d. Names of Key Personnel and their contact info
 - e. Budget Draft/Budget Justification Draft – FM will assist with the budget after PI provides an itemized breakdown of the funds requested.
3. PI provides FM the proposal documents **-during that month of sponsor deadline (e.g., September 12 – October 6)**
4. FM provides PI with internal form(s) to complete. **-can be done anytime before OCGA/DOM DRA deadline. Subaward internal documents may need at least 2 weeks processing time**
5. Once all the proposal documents have been uploaded to the system, FM assembles the full application into a PDF for PI to review. **-before the OCGA/DOM DRA deadline (e.g., October 7, 2022)**
6. When PI confirms the proposal is ready to be submitted to our authorized institution representatives (OCGA or DOM DRA), FM sends the finalized proposal to either OCGA or DOM DRA, depending on the scope of budget and online application system. – *K08 example: Since this is an NIH application and the annual total direct cost would be less than \$500,000 per*

NIDDK's budget guidelines, the application will be submitted through DOM DRA. DOM DRA's deadline is October 7, 2022 at 5pm.

- Deadline for applications submitted through OCGA is 5 days before sponsor deadline.
- Deadline for applications submitted through DOM DRA is 3 days before sponsor deadline.
All proposal documents must also be finalized 3 days prior to sponsor deadline. Exceptions to this will require a justification to the Department Chair, Dr. Abel.

7. OCGA/DOM DRA reviews the full application and let us know any corrections that need to be made. **-during the 5 day/3 day review window (e.g., October 7-October 12)**
8. FM/PI addresses the review comments and. **-during the 5 day/3 day review window (e.g., October 7-October 12)**
9. OCGA/DOM DRA submits the proposal to the sponsoring agency. **-by 5pm of sponsor deadline. (e.g., October 12, 2022 5pm)**

*See timeline infographic on next page

K08 example calendar

Color Code

- Blue** = PI notifies FM of planned proposal submission
- Gray** = Holiday, non-business day. Holidays & weekends do not count against countdown.
- Light Blue** = PI starts providing final versions of docs. FM works w/PI on budget & collects signatures on internal docs
- Green** = FM reviewing/formatting PI & subaward provided docs
- Bright Green** = FM finalizing PI & subaward provided docs
- Yellow+Orange** = OCGA review period
- Orange** = DOM DRA review period
- Red** = Sponsor due date

September 2022							October 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

DOM FUND MANAGER'S MANUAL

PROPOSAL TIMELINE

PROPOSAL: _____
 SPONSOR DEADLINE: _____
 DOM DRA/OCGA DEADLINE: _____

THROUGHOUT THE MONTH(S)

- FM provides PI with internal form(s) to complete
**Account for subaward internal documents that may take 2+ weeks processing time.*
- PI provides proposal documents to FM.
- FM reviews documents and informs PI of any changes that need to be made.
- FM uploads proposal documents to the online application system.

1 MONTH PRIOR

- PI notifies fund manager (FM) of intent to submit a proposal .
 - PI provides FM with basic proposal info.
- *If subaward site is involved, it is helpful to do this step 2+ months in advance*

BEFORE OCGA/DOM DRA DEADLINE

Once all the proposal documents have been uploaded to the system, FM assembles the full application into a PDF for PI to review.

3 DAY/5 DAY WINDOW

- OCGA/DOM DRA provides FM with review comments on the full application
- FM and PI addresses review comments and make corrections to the proposal as needed
- PI confirms whether the proposal is ready for submission to sponsor

3 DAYS PRIOR (DOM DRA) 5 DAYS PRIOR (OCGA)

PI confirms the proposal is ready to be submitted to OCGA/DOM DRA. FM sends the finalized proposal to OCGA/DOM DRA.

SPONSOR DEADLINE

DOM DRA/OCGA submits proposal to the sponsoring agency