<p align="center">**CALS GRANTS AND ROUTING TIMELINE GUIDE (Feb 2016)**</p>
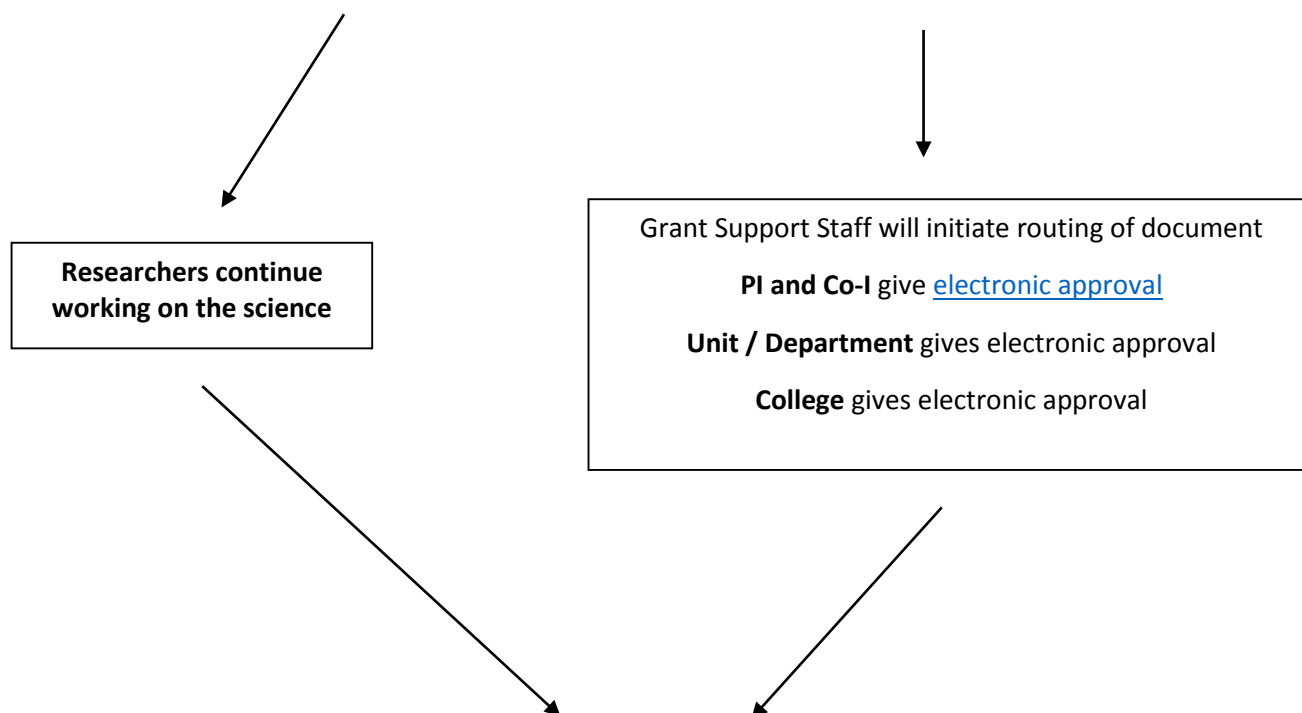
Please note:
1. The routing process below is required in order to **apply for** and **receive ANY** funds through extramural competitive grants and submissions are **NOT** guaranteed if the timeline below is not adhered to

<p align="center" style="color:red">**Minimum of 15 business days before Sponsor deadline**</p>

Provide unit Grant Support Staff with following information, preferably in electronic format

- Funding Opportunity **Announcement**
- Tentative Project **Title**
- Project Start and End **dates**

- **Preliminary budget**:
  - Staffing (Graduate students/postdocs/undergrads/technicians)
  - Effort levels of PI and Co-Is
  - Supplies
  - Travel
  - Equipment
  - Miscellaneous

Using the above information, the Grant Support Staff will help you build budgets, budget justifications and other non-science related documents in the sponsor requested format

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Researchers continue working on the science

Grant Support Staff will initiate routing of document

PI and Co-I give electronic approval

Unit / Department gives electronic approval

College gives electronic approval

<p align="center" style="color:red">**As per UA policy a minimum of 3 full business days before Sponsor deadline**</p>

Approved routing document in the UAccess Research system and **complete grant proposal package** are submitted to UA Sponsored Projects

Has to be **submission ready** (no edits to **any** document, financial or scientific, unless requested by UA Sponsored Projects Services)

UA Sponsored Projects gives **FINAL** approval and **submits** or approves grant for submission to Sponsor