ALVSCE GRANTS AND ROUTING TIMELINE GUIDE (April 4, 2019)

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

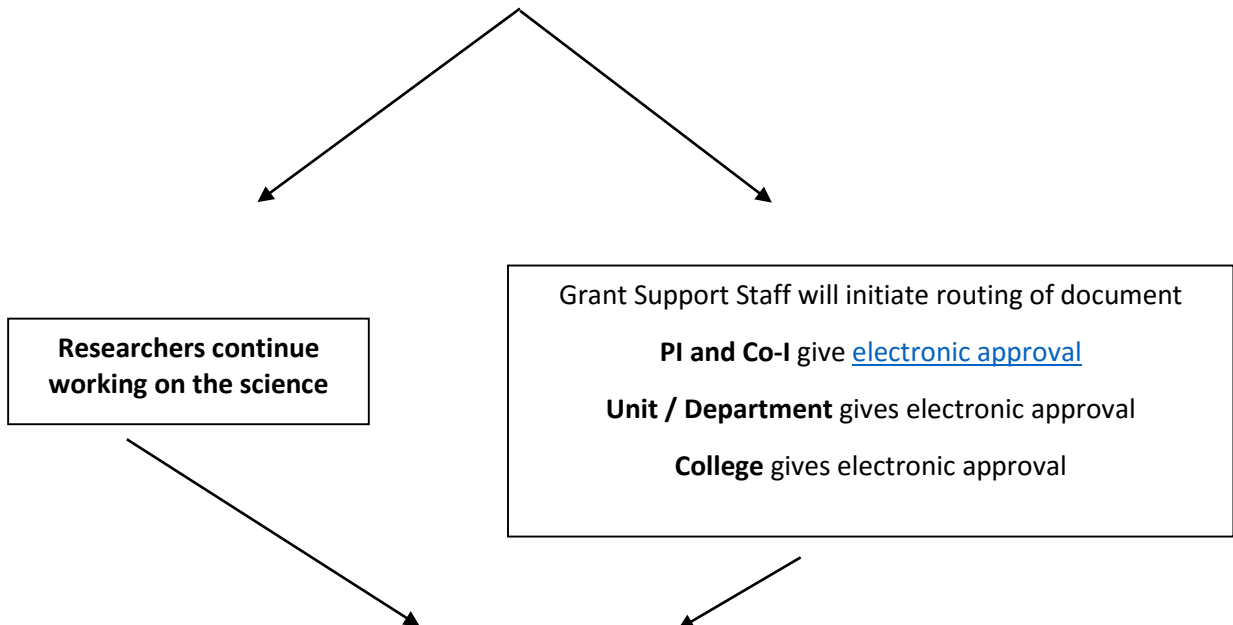<p style="color:red">**(Projects with Subawards: 20 business days before Sponsor deadline)**</p>

Provide unit Grant Support Staff with Funding Opportunity **Announcement and a Budget outline**

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

<p style="color:red">**Minimum of 8 business days before Sponsor deadline**</p>

Provide unit Grant Support Staff with the following

• Project **Title**	• **Budget** & final documents from any **subawards**
• Project Start and End **dates**	• **Budget Justification**
• Project **Abstract**/Summary	• **PI/Co-I distribution of credit and F&A**

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 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