

# ALVSCE GRANTS AND CONTRACTS PROPOSAL ROUTING PROCESS AND DEADLINES

The routing process and deadlines below must be followed for all grants and contracts submitted by ALVCSE Faculty and Staff as lead investigator.

## > 15 Business Days Prior to Sponsor Submission Deadline\*:

Grant Support Staff Person must receive from the researcher the **Agency Funding Opportunity Announcement** and **Budget Outline**. Grant support staff will assist preparing full budget/budget justification and other non-science related documents in the sponsor's requested format.

**\*20 Days for Proposals Involving Sub Awards**

## > 8 Business Days Prior to Sponsor Submission Deadline:

Grant Support Staff must receive the following information:

- |   |   |
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| <ul style="list-style-type: none"><li>• <b>Project Title</b></li><li>• <b>Project Start and End dates</b></li><li>• <b>Project Abstract/Summary</b></li></ul> | <ul style="list-style-type: none"><li>• <b>Budget &amp; final documents for any subawards</b></li><li>• <b>Budget Justification</b></li><li>• <b>PI/Co-I distribution of credit and F&amp;A</b></li></ul> |
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### Researcher

- > Finalizes science sections of proposal
- > Sends final documents to Grant Support Staff

### Grant Support Staff

- > Finalizes Documents
- > Initiates Proposal Routing to:
  - PI and co-PI
  - Unit/Department
  - College

## > 3 Business Days Prior to the Date of the Sponsor Submission Deadline:

Completed grant proposal package with all approvals due at Sponsored Project Services. NO SUBSEQUENT CHANGES TO DOCUMENTS ARE ALLOWED.

UA Sponsored Projects gives FINAL approval and submits to Sponsor,  
or approves proposal for submission to Sponsor by researcher