

## TIMELINE

(minimum requirements prior to Sponsor's deadline)



2-3 months

### Funding Opportunities

- [Pivot](#)
- [GrantForward](#)
- [UVA VPR](#)

1 month

### Principal Investigator (PI) Planning

- Notify departmental grant administrator
- Build investigative team (including consortiums)
- Confirm required system registrations (NIH eRA Commons ID, DOD eBRAP affiliation, proposalCentral registration, NSF FastLane ID, etc)
- Submit Letter of Intent or Pre-application as necessary
- With departmental administrator, draft preliminary detailed budget
- With investigative team, begin drafting proposal

1 month

### Administrator Planning

- Review Funding Opportunity with Principal Investigator
- Verify members of investigative team (including consortiums) and determine required signatures for Proposal Routing Form (PRF). Submit required materials to Consortium sites for completion.
- With PI, draft preliminary detailed budget
- Initiate PRF, submit to PI for completion and signature, obtain other required signatures as necessary (multiple PIs, time release, cost share, etc), submit to PI's Department Chair for signature

2-3 weeks

### Proposal Preparation

- Finalize budget (EVERY proposal requires a detailed internal budget regardless of sponsor's requirements or final budget format)
- Departmental administrator completes application package, working with PI to include administrative components (budget and budget justification, biosketches, facilities, equipment, resource sharing, etc)
- Review assembled application package against sponsor's requirements

1 week

### Submission to SOM OGC

- [5 business days before deadline] Departmental administrator submits completed PRF (in editable format), internal detailed budget, other supporting documents (funding opportunity announcement, application guidelines, regulatory approvals, etc), and proposal package with ALL administrative components in final format via email to [somogc@hscmail.mcc.virginia.edu](mailto:somogc@hscmail.mcc.virginia.edu) to be logged and routed to a SOM OGC administrator.
- [2 business days before deadline] PI/Departmental administrator submits final scientific components (Specific Aims, Research Plan, Bibliography) to assigned SOM OGC administrator

### Submission to Sponsor

- SOM OGC administrator reviews completed PRF, budget, and application package for compliance with Sponsor and Institutional policies and guidelines and works with departmental administrator and PI to correct any errors before submission to Sponsor.