School of Education
Internal Grant Proposal Submission Timeline for SOE PI

The timeline below is for a SOE PI who has grant writing experience, will not need extensive support from the SOE Office of Research, Grants, and Faculty Development, and has had prior, detailed proposal conversations with the department chair(s) (and dean's office, if cost-share is included). This timeline is the fastest the proposal can be processed and submitted. Ideally, there is more notice given to the Office and an individualized timeline is developed. Novice PIs should meet with the Office personnel much sooner than this timeline indicates to establish a multi-month developmental process for grant proposal support. All steps in the timeline below can be completed electronically.

STEP	WHEN
Step 1: PI obtains permission from department chair to work on and submit the grant proposal.	As soon as PI decides to submit the proposal but no later than 20 <u>business</u> days before it is due
Step 2: PI completes and submits signed *Notice of Intent to Submit Grant or Subaward Proposal* form to the Office of Research, Grants and Faculty Development.	Immediately following discussion with department chair, and no later than 20 full <u>business</u> days in advance of sponsor's deadline
Step 3: PI meets with the Office of Research, Grants, and Faculty Development to discuss personnel and timeline for pre-award grant support requested.	Scheduled within 2 <u>business</u> days of receipt of approved *Notice of Intent to Submit Grant or Subaward Proposal* form by the Office of Research, Grants, and Faculty Development
Step 4: SOE Dean's office staff will open an application in the sponsor's proposal submission portal and give PI access to it.	Beginning as soon as possible after receipt of approved *Notice of Intent to Submit Grant or Subaward Proposal* and ongoing as needed until OSP submission
Step 5: a. SOE Dean's office staff or PI completes OSP Extramural Support Checklist and Responsible Personnel List (RPL). b. SOE Dean's office staff or PI verifies with all personnel that they either have completed or will complete Financial Conflict of Interest training and disclosure (https://www.uab.edu/research/home/cirb-education-and-training) prior to initial proposal submission to UAB Office of Sponsored Programs. c. PI submits first draft of grant proposal to SOE Dean's office staff for input into sponsor's portal or PI inputs first draft of grant proposal into sponsor's portal. d. If a subaward is included in the proposal, then the OSP required forms and process are initiated by PI.	At least 17 full <u>business</u> days in advance of the sponsor's deadline
Step 6: PI sends the Department Chair the Extramural Support Checklist (including OSP Cost Sharing Commitment Form, if required) (Adobe Sign versions) and Responsible Personnel List for review, along with any parts of the proposal the chair requests. If there are no requested changes and the Adobe Sign signature is	At least 15 full <u>business</u> days in advance of the sponsor's deadline

provided, the chair returns the signed documents to the PI. If there are requested changes, when the documents are determined to be acceptable, the chair signs them in Adobe Sign and returns the Extramural Support Checklist (including OSP Cost Sharing Commitment Form, if required) to PI.	
Step 7. (Needed if cost sharing is required for the proposal. If not skip to Step 9.) PI sends the Dean the signed Extramural Support Checklist, OSP Cost Sharing Commitment Form, (Adobe Sign versions) and Responsible Personnel List for review, along with any parts of the proposal the Dean requests. If there are no requested changes and the Adobe Sign signature is provided, the Dean returns the signed checklist and cost-share forms to the PI. If edits are required, when the documents are determined to be acceptable, the Dean signs them in Adobe Sign and returns them to PI.	At least 11 full <u>business</u> days in advance of the sponsor's deadline
Step 8: PI submits final draft of grant proposal, including all relevant and completed SOE and OSP forms, to SOE Dean's office staff for input into sponsor's portal or PI inputs final draft of grant proposal/forms into sponsor's portal and sends SOE and UAB forms to Dean's office staff.	At least 8 full <u>business</u> days in advance of the sponsor's deadline
Step 9: SOE Dean's office staff validates proposal in sponsor's portal and obtains any required edits from PI.	At least 7 full <u>business</u> days in advance of the sponsor's deadline
Step 10: SOE Dean's office staff submits proposal, Extramural Support Checklist, Responsible Personnel List OSP Cost Sharing Commitment Form, if required, and all forms for subawards,to OSP.	At least 6 full <u>business</u> days in advance of the sponsor's deadline
Step 11: OSP officer conducts full review of proposal and related documents and communicates suggestions and needed changes to PI.	During period within 5 <u>business</u> days of sponsor's deadline
Step 12: PI makes needed changes/edits to proposal documents and either submits final versions to sponsor's portal/OSP or sends final versions to Dean's office staff for submission to sponsor's portal/OSP. Dean's office staff notifies OSP officer when proposal is in final form and ready for submission by OSP to sponsor. OSP officer "pushes button" to submit application to sponsor.	Everything must be in final form no later than 2 full <u>business</u> days before sponsor's deadline, per OSP requirement
Step 13: SOE Dean's office staff sends copies of all final documents to relevant SOE offices.	Within a week after OSP submits proposal to funder.