Proposal Submission Expectations and Timelines

- **Submission timelines:** The RI aims to submit proposals early to obtain receipt confirmation & manage portal rejections for technical errors.
  - **EMAIL submissions-**At least 1 day prior to the deadline or earlier. Sponsors typically do not confirm receipt outside of normal business hours.
  - **Electronic portal submissions-** At least 24-48 hours prior to the deadline.
- **5-Business Day Deadline for Internal Approvals:** The RI requires "complete proposals" (at least the final budget and solid draft proposal) to be submitted to the RI no later than 9 a.m., five business days prior to the planned submission date. This is to ensure enough time for review and securing internal approvals.
  - The RI strongly recommends you talk with your chair, dean, or supervisor PRIOR to them receiving the proposal/budget documents for approval.
- **Submission day expectations:**
  - You must be available to address last-minute errors or questions. Provide your class schedule, your cell phone number, and establish the preferred method of communication with your grant specialist.
  - The proposal documents must be "final" on submission day. We cannot ensure last-day changes get approved and incorporated into the final proposal accurately. Emailing multiple drafts on the day of submission is more likely to lead to errors in the final documents.
    - Exceptions will ONLY be made for "make or break changes" and not minor typos or unrequired attachments.
  - Submissions must take place during normal business hours of 8AM-4:30PM and not on weekends or holidays. You must plan for this in the proposal submission timeline. Internal approvals can also be impacted by holidays/weekends.