

Pre-Award Grant Timeline

To have sufficient time to review the sponsor's guidelines, develop accurate budgets, prepare institutional documents, and ensure a fully compliant application, SPA has established the following internal deadlines.



Due Date to SPA (all components final): 3 Business Days prior to Sponsor Due Date



Time in Advance of Sponsor Due Date	Responsible Party	Task
<input type="checkbox"/> 45 Business Days before Sponsor Due Date	Principal Investigator	Notification by PI of intent to submit to Grant Administrator
<input type="checkbox"/> 45-30 Business Days before Sponsor Due Date	Grant Administrator	Gather basic application information and schedule an intake meeting with the PI
<input type="checkbox"/> 30 Business Days before Sponsor Due Date	Grant Administrator	Complete and submit the ANFS form via RedCap
<input type="checkbox"/> 30-25 Business Days before Sponsor Due Date	Grant Administrator	Host Intake meeting with PI – Review Intake Meeting / PI Application Checklist and Sponsor/Funding Opportunity Announcement*
<input type="checkbox"/> 20 Business Days before Sponsor Due Date	Grant Administrator	Collect and develop the Non-Scientific and Administrative Portions of the application
<input type="checkbox"/> 15 Business Days before Sponsor Due Date	Grant Administrator	Develop the Budget
<input type="checkbox"/> 10 Business Days before Sponsor Due Date	Grant Administrator	Request Budget Consultation in the Rush Research Portal (RRP)
<input type="checkbox"/> 7-5 Business Days before Sponsor Due Date	Principal Investigator	Finalize Research Plan and Scientific Portions** - PI Sends completed research plan / scientific portions to Department Grant Administrator/ RASS for compilation, finalization, and upload
<input type="checkbox"/> 5 Business Days before Sponsor Due Date	Grant Administrator	Review and compile final application documents and upload into the RRP for review and final approval by department.
<input type="checkbox"/> 4 Business Days before Sponsor Due Date	Department Chair	Department Review/ Approval in the RRP - The final review of all aspects of the application to ensure Departmental and Institutional alignment
<input type="checkbox"/> 3 Business Days before Sponsor Due Date	SPA Team	Sponsored Programs Administration (SPA) Review and Submission to Sponsor - SPA Grant Specialist reviews the final application and will work with the PI/Dept through any corrections needed. Once review is complete SPA will submit the application to the Sponsor

Notes:

* For grants that contain sub awards it may be necessary to start earlier! Subrecipient institutions most likely have their own routing and approval policies and procedures so it's important to start the process early. Ensuring that all subrecipient paperwork is received timely can help alleviate delays in finalizing the Rush budget as well as the final application.

** In most cases, the scientific documents will have been in process with the PI for an extended period. The length of time needed will depend on the type and complexity of the application. It is required that these documents be finalized and sent to the Grant Administrator 5 business days prior to the sponsor deadline.