

Proposal Submission Timeline



In order 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.

30 - 45 Days Prior to Sponsor's Due Date

Notify SPA of the intent to submit a proposal by completing the "Advance Notice of Funding Submissions" form. This early notification is especially important with large, complex programs; programs requiring new space and/or renovations; multi-project programs involving multiple RUMC departments and/or other institutions; scopes of work involving effort outside the United States; requests for deviation from RUMC policies or practices; or limited solicitations.

- Check to determine if Letters of Intent are required by the sponsor and make note of the due date.
- For standard solicitations, including fellowships, provide notification at least 30 calendar days prior to sponsor's due date.
- For large proposals, such as proposals with subcontracts or international components, provide notification at least 45 calendar days or more prior to sponsor's due date.
- Complex proposals such as complex center grants, institutional training grants and cooperative agreements may need additional time to process, provide notification at least 3-4 months prior to sponsor's due date.

For clarity, due date is defined as the date and time after which a sponsor will no longer accept proposals.

20 - 30 Business Days Prior to Sponsor's Due Date

- Check to confirm you have the appropriate user account(s) (eRA Commons, AHA, ASSIST, etc)
- Start the process of proposal and budget development.
- Communicate with any external partners (subaward sites, consultants, contractors, mentors, etc.) and request required documents.

The following items should be addressed at this point if applicable

- Requests for required or voluntary cost share
- Requests for letters of support, subrecipient commitment forms or Letters of Intent, biosketches, and any other required documents.
- Prepare external documents (application, assurances, certificates, etc)

10 - 20 Business Days Prior to Sponsor's Due Date

- Complete a Master Project and Grant in the Rush Research Portal (RRP).
- Request consultation from SPA to review budget and budget justification (highly requested).
- Send any requests for reduced or waived F&A rates to SPA for approval, along with supporting documentation.
- Completion of Conflict of Interest (if applicable)

5 - 10 Business Days Prior to Sponsor's Due Date

- Complete any final editing and formatting
- Finalize all letters of support, subrecipient commitment forms and letters of intent.
- Final budget and budget justification including final subaward budget(s) and all subaward required documents, compliant biosketches for required personnel and any other required documents.
- Complete sponsor application forms

3 - 5 Business Days Prior to Sponsor's Due Date

- Proposal must be submitted to SPA in it's final approved form for review and approval.

Proposals are prioritized according to first-in, first-out; late submissions threaten not only the proposal itself but also the proposals of colleagues. For this reason, SPA will give priority to those proposals that have been submitted on time and will not allow late-arriving proposals to affect the review and submission of on-time proposal.