TWU Office of Research and Sponsored Programs

Timeline for Preparing, Routing for Approval, and Submitting a Proposal for External Funding

4-6 Weeks Prior to Due Date
- PI communicates with chair and/or dean
- Work with ORSP on budget, checklist of required items, and proposal submission process
- Communicate with external partners including consultants and subcontractors

3 Weeks Prior to Due Date
- Finalize budget including external partner budgets
- Prepare good draft of narrative for routing

2 Weeks Prior to Due Date
- Complete routing form and begin routing proposal
- Obtain letters of support
- Obtain consortium agreement forms for subcontracts

3 Days Prior to Due Date
- ORSP receives routing form signed through the dean
- PI sends final documents to ORSP
- ORSP conducts final check on all elements of the proposal
- ORSP sends to Provost for final approval if needed

SUBMIT PROPOSAL BY DUE DATE

This is an ideal timeline for a typical proposal submission process. Following this timeline allows adequate time for proposal development, review, and approval by all stakeholders. More complex proposals with larger budgets, faculty release time, cost-share, external partners, or programmatic development may require additional time. It is strongly advised that the PI start working with ORSP as soon as a funding source is identified for any proposal. The PI should also communicate with their chair and dean regarding the proposal submission as soon as possible as there may be additional requirements at the department or college level.

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