CALS GRANTS AND ROUTING TIMELINE GUIDE (July 2015)

Please note:
1. The routing process below is required in order to apply for and receive ANY funds through extramural competitive grants
2. Submissions are NOT guaranteed if the timeline below is not adhered to

Minimum of 10 business days before Sponsor deadline

Provide unit Grant Support Staff with following information, preferably in electronic format

- Funding Opportunity Announcement
- Tentative Project Title
- Project Start and End dates

Preliminary budget:
- Staffing (Graduate students/postdocs/undergrads/technicians)
- Effort levels of PI and Co-Is
- Supplies
- Travel
- Equipment
- Miscellaneous

Using the above information the Grant Support Staff will help you build budgets, budget justifications and other non-science related documents in the sponsor requested format

Mandatory - minimum of 3 full business days before Sponsor deadline

Proposal is submitted in the UAccess Research system

Has to be submission ready (no edits to any document (financial or scientific) unless requested by UA Sponsored Projects Services)

UA Sponsored Projects will review, ask for revisions (if required) or give primary approval

PI and Co-I give electronic approval

Unit / Department gives electronic approval

College gives electronic approval

UA Sponsored Projects gives FINAL approval and submits or approves grant for submission to Sponsor