

New Deadlines for Grants Submissions and Routing

The Office of Sponsored Programs (OSP), in the Office of the Vice President of Research (OVPR), has instituted new deadlines for the submission and routing of external grants.

OSP has specified that:

- if there is a budget or commitment of institutional resources involved, all proposals to external funders must be routed through *Kuali*
- all faculty members who route grants must be PI (Principal Investigator) eligible. That is, if a faculty member was hired in 2012 or later, this individual must complete the:
 - PIRATE (PI Research Administrative Training & Education) on Blackboard
 - PeopleSoft Finance Access form with the department's Chair and Administrative staff
 - PI Eligibility on DocuSign

A Timeline of Submission Deadlines for PIs:

16 to 40 business days prior to the grant deadline: The PI works with the **CAHSS grant support centers** on the budget and narrative. Note that:

- Rachel Brubaker at the Drescher Center, who routes Arts and Humanities grants, recommends a 2-week lead time (10 business days).
- Deb Geare at CS3/MIPAR, who routes Social Sciences grants, recommends a 6-week lead time (30 business days).

6 to 10 business days prior to the grant deadline: secure approval of the **Department Chair**. (*This provides an extra one to two days for department level approval*)

5 to 8 business days prior to the grant deadline: the **CAHSS Dean's Office** must receive the grant documents routed through *Kuali*. Note that:

- Fellowships will require 2 business days
- Other proposals (NEA; NIH; Foundations) will require 3 to 5 business days
- Complex proposals (involving cost-share; facilities & administrative (F&A) waivers; multi-unit/multi-college collaborators; limited submissions; the requirement of additional signatures outside the *Kuali* chain) will require a minimum of 5 business days

3 business days prior to the grant deadline: **OSP** must receive the grant documents routed through *Kuali*. All grant documents should be in a finalized state and ready for review by OSP

0 days: Grant submission deadline—the proposal must be in a ready to submit format by 9:00am the day of the deadline.

Expect a simple routing to take a minimum of two to three weeks

Expect a complex routing to take a minimum of seven to eight weeks