BIOE Deadlines for Grants and Contracts

Timeline

-201 Bus. Days

Submit G&C Proposal Notification Survey: https://catalyst.uw.edu/webq/survey/rwoods/195666

-15 Bus. Days

Update Shared calendar

-102 Bus. Days

Review RFA

-4 Bus. Days

Notify COE or SOM if limited submission

Action Needed

Notification

Due -20 days

Final Business

Due -10 days

Prepare eGC1 and proposal checklist and send to PI.

Due -4 days @ noon

Final Science

-15 Bus. Days

-102 Bus. Days

-201 Bus. Days

Due: -10 days

Submit required documents per eGC1 and proposal checklist

Due: -4 days @ noon

Finalize science and technical documents

-4 Bus. Days

Upload final business documents and draft science to eGC1

Depts/Deans review eGC1

Submit final science to G.M.

Due: -20 days

Respond to requests for information from grants manager

Due: -4 Bus. Days

Work with grants manager to create budget and required forms

OSP review and submit to sponsor

Provide required documents such as biosketch, lay-person abstract, facilities doc, etc.

Provide special docs, i.e. letters of support and subcontract business documents

Footnotes:

1 Allow 6 weeks for complex grants and those that will have outgoing subcontracts.

2 IACUC requires 14 days prior to submission for review and approval of proposals that are not “just in time”.

Color coding:

Blue: Principal Investigator responsibility

Yellow: Grants Manager responsibility

Pink: External process

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