Proposal Development Timeline

Go/No Go Decision Matrix

If go

PI/Admin
Planning Meeting

Review RFA and prepare drafts of the Calendar/Workplan, Roles/Responsibilities, TCO for the RFA and review cycles. Revisit and revise these documents at the Kick-off meeting

Time prior to sponsor deadline

Ideally, **at least 12-8 weeks**

Proposal Team Kick-off Meeting

Week 8 – Week 0

Weekly Team Check-In Meetings

Week 7

Prepare Subawardee document request list, and solicit documents

Basic subcontract checklist:
- *Scope of Work*
- *Budget*
- *Budget justification*
- *Institutional commitment letter*
- *Copy of NICRA*

Week 6

- Complete Proposal Draft 1
- Send to Reviewer Group 1

Week 5

Subawardee documents completed and returned

Week 4

- Complete Proposal Draft 2
- Send to Reviewer Group 2

~11 business days *

- Final business elements complete
- Begin routing eGC1

Final Business elements include:
- *Budget*
- *Budget justification*
- *Completed forms (e.g. SF424)*
- *Cost share commitments*
- *SFI disclosures*

Week 2

- Complete Proposal Draft 3
- Send to Reviewer Group 3

7 business days

Approved eGC1 received by OSP

5 business days

Final proposal complete and ready for copy-editing and PDFing

3 business days

Ready to submit proposal uploaded to eGC1

Proposal submitted by OSP

**There are many variables to consider when deciding how far in advance to begin routing the eGC1. This may include internal deadlines in your school/college, or if the eGC1 will be routing over a holiday. Be sure to consider these factors and adjust accordingly.*