



Proposals Timeline



30-90 Days Prior to Sponsor's Due Date

Inform your Department of intent to submit

You, as Principal Investigator, should inform your department /college leadership, department finance/grant management staff of your intent to submit the proposal. This early notification, including Sponsored Projects Services (SPS), is especially important with large, complex programs; programs requiring new space and/or renovations; multi-project programs involving multiple UA departments and/or other institutions; scopes of work involving effort outside the United States; requests for deviation from department, college, or university policies or practices; new initiatives involving significant resources requiring department/college/school or VPR approvals; limited solicitations (see calendar: <http://rgw.arizona.edu/development/calendar>).

10 - 30 Business Days Prior to Sponsor's Due Date

Complete a new proposal in UAccess Research

You (or your unit's research administrator) need to create a new proposal in UAccess Research. The proposal review process assists the Principal Investigator by ensuring compliance with sponsor and institutional policies. Detailed instructions on how to create a new proposal in UAccess Research are available in the UAccess Research User Guide: http://rgw.arizona.edu/sites/researchgateway/files/uaccess_research_user_guide-5_2_1.pdf. The earlier Sponsored Projects Services receives access to your proposal, the better.

The following items should be addressed at this point if applicable:

- Requests for **required or voluntary cost share**
- Requests for **non-stipulated reduced or restricted F&A rates** as required by the funding agency

8 Business Days Prior to Sponsor's Due Date

Requests for reduced or restricted Facilities & Administrative Cost Waivers, if applicable, require Office for Research & Discovery approval (<http://rgw.arizona.edu/administration/build-budget/F-A-Costs#FAWaivers>). These requests must be submitted to Sponsored Projects Services (within the UAR proposal routing document), with all required documentation, eight business days prior to the sponsor's deadline. Sponsored Projects Services will route to the Office for Research & Discovery for approval. F&A changes must be approved by the Office for Research and Discovery **prior to** Sponsored Projects Services' three business day proposal submission deadline.

3 Business Days Prior to Sponsor's Due Date

Proposal must be submitted to Sponsored Projects Services in final approved form. Final form means that the proposal is **completely finished**, including final approval in UAccess Research, and ready for submission to the sponsoring agency.