# Proposal Submission Timeline

**At Least two months before deadline**\*:

- Contact your representative, Contract or Grant Administrator at The Office of Sponsored Programs (OSP) and make them aware of your submission plans
- Clinical departments in the School of Medicine should contact Andria Adler, SOMCAA@stonybrookmedicine.edu, in the Office of Clinical Award Administration (CAA) to schedule a kickoff meeting to see how you can work together
- Reach out to internal collaborators [e.g Co-Is, Research Staff and Core Facilities], as well as potential external partners to see if they are able to participate
    - Note: you may also want to start talking about budget numbers, to determine if you are able to do what you are targeting based on sponsor / program budget limitations\*\*
- Make a wish list of the people you would like to ask for Letters of Support for this proposal
- Create a preliminary project abstract and narrative
- If this is an NIH proposal and you think the budget is going to exceed the $500K cap in any one year, reach out to the Program Officer and Grants Management Specialist for prior approval\*\*
    - Note: Ask the PO if they want you to submit this request via email or the prior approval functions in Commons
- If you have any questions regarding the program announcement or sponsor policy, reach out to the Scientific Program Contact listed on the funding announcement. The earlier you make this connection the better

**Six to eight weeks before deadline:**

- Start the working draft of your Research Plan and Specific Aims
- Send out first request for bios, from the project team. The current NIH template can be found here \*\*
- Send out first email request for letters of support. If you have a large number of people on your wish list send a request only to the top tier\*\*
- Determine if you are using items that need special review [e.g. compliance issues]
    - If you are submitting to NIH and more than one US-based site will be using the same protocol, determine which site will hold the IRB (per the sIRB policy
- Request pricing from DLAR and other Core Services\*\*
- Start gathering salary information from project team\*\*
- Start working with Sub Sites to gather information needed for both internal routing and the actual proposal\*\*

### Six weeks before deadline:

- Start internal routing approval process via myRESEARCH (going live 7/1/20018)**
- Complete working draft of proposal and send it to colleagues for preliminary review
- Complete the working draft of your budget and justification**


### Four to six weeks before deadline:

- Complete working draft of all other documents needed for submission
- Finalize budget and justification, abstract, narrative, and facilities. These are the items that are needed for internal routing [i.e. myRESEARCH]
- Send first reminder email to sub sites regarding items needed for internal routing**
- Send first reminder emails for bios and letters of support. For the letters of support: if you have not head back from everyone you sent a first request to, reach out to the remaining people on your wish list**


### One Month before deadline:

- Complete all internal material needed for routing and submit for approval
  - Send email notifications to approvers to alert them to look for your proposal
- Revise first draft of the proposal with comments from your review team
- Start Sponsor submission package**
  - Ask OSP to grant access to CAA - if you are working with them - so CAA can assist you and enter institutional and budget information.
- Make sure you have all needed bios, letters of support and material from sub sites. If not, send out reminders. **


### Three weeks before deadline:

- Complete second draft of the proposal and send back to review team
- Track internal routing process, making sure it is moving through the system. If not, contact the person / department where it is stuck**
- Start uploading files onto the sponsor package as they are completed
- If using human subjects, complete enrollment numbers on the sponsor submission package**
- If you do not have all needed bios, letters of support, and material from sub sites, send out final reminders**
- If not already done, this is the latest timeframe to submit a myRESEARCH proposal for routing to meet all deadlines. This will allow time for Department Chair approval and also meet the SOM deadline

### One Week before deadline:

- Make final revisions on proposal based on feedback from review team
- Upload all remaining material to proposal package**
- Confirm that internal routing is approved to OSP level. If it isn't, contact the department that is holding it up**

### Week of Deadline:

- Read over all uploaded material one last time for typos and common overlooked errors
- Make last minute edits
- Verify proposal against sponsor policy**
- Turn over to OSP for submission**

* Based on the OPS definition of a deadline, which is five days before the sponsor deadline. Please see http://research.stonybrook.edu/sites/default/files/osp-deadline-policy-revision.pdf for the OSP deadline policy. **Note**: if going through the SOM the myRESEARCH package needs to be in their que ten days before the sponsor deadline, not the OSP deadline.

** Items that The Office of Clinical Award Administration can assist you with.