

Proposal Submission Timeline

Pre Planning – Should be at Least two months before deadline*:

- Contact your Office of Sponsored Programs (OSP) representative, Contract or Grant Administrator (OSP), if you are not sure who is assigned to your department you can check on the [OSP web site](#), and make them aware of your submission plans
- All departments in the School of Medicine should contact Andria Adler, SOMCAA@stonybrookmedicine.edu, in the Office of Clinical Award Administration (CAA) to make her aware of your plans.
- If you plan to use the CAA, services reach out to Andria to schedule a kickoff meeting to determine a [project plan for your submission](#).
- Reach out to potential 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. If this is a NIH, submission please keep their new guidance in mind when asking for partners for [letters of support](#).
- 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 working draft of your Research Plan and Specific Aims
- Send out first request for bios, to the project team. The current NIH template can be found on the [CAA web site](#), under the Sponsor Information section.
- 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 **
- 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 via 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 heard 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
- Revise first draft of the proposal with comments from your review team
- Start Sponsor submission package**
 - If you started the package, yourself you will need to request that Andria Adler, be granted access from OSP. Please contact CAA for Ms. Adler's Common's ID if OSP does not have it on file.
- 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 deadline policy](#). Note: if going through the SOM for review you also need to be mindful of their [submission review policy](#).

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