Oregon State University

OFFICE FOR SPONSORED RESEARCH AND AWARD ADMINISTRAION
TIMELINE FOR EXTERNAL GRANT PROPOSAL SUBMISSION

As Soon As Possible	Three Weeks	Seven Business Days	Five Business Days	Day Prior to DEADLINE
▪ **Notify Dept Proposal Team of your intent to submit a proposal** ▪ **Provide sponsor guidelines / Request for Proposal (RFP)** ▪ **Begin budget development** (work with Dept Proposal Team)	▪ **Finalize documents with external collaborators*, if applicable** ▪ **Start preparing secondary proposal pieces** (biosketch, facilities, references, letters of commitment, etc.) **Subaward institutions often require their own internal approval process; early communication is imperative*	▪ **Internal Budget FINALIZED** (including cost share and subawards, if applicable) ▪ **DRAFTS of all proposal pieces submitted via Cayuse for Departmental Review**	▪ **Cayuse Proposal finish Dept review and gets to OSRAA for review** ▪ **FINAL draft of Budget, Budget Justification, Subaward Docs attached to Cayuse proposal** ▪ **Any supplemental documents requiring OSRAA completion (reps & certs, small business subcontracting plan, IT security review) are attached to Cayuse**	▪ ***24 Hours Prior to Deadline: Final technical narrative due to OSRAA*** ▪ **OSRAA institutional approval completed** ▪ **Following verification of approvals and final review, OSRAA will approval submission by the PI or will submit the proposal before the sponsor's due date** ***Proposals not adhering to these guidelines are at risk of not being submitted to the sponsor.***

To contact an OSRAA team member, email **proposals@oregonstate.edu**