

CALS GRANTS AND ROUTING TIMELINE GUIDE (Feb 2016)

Please note:

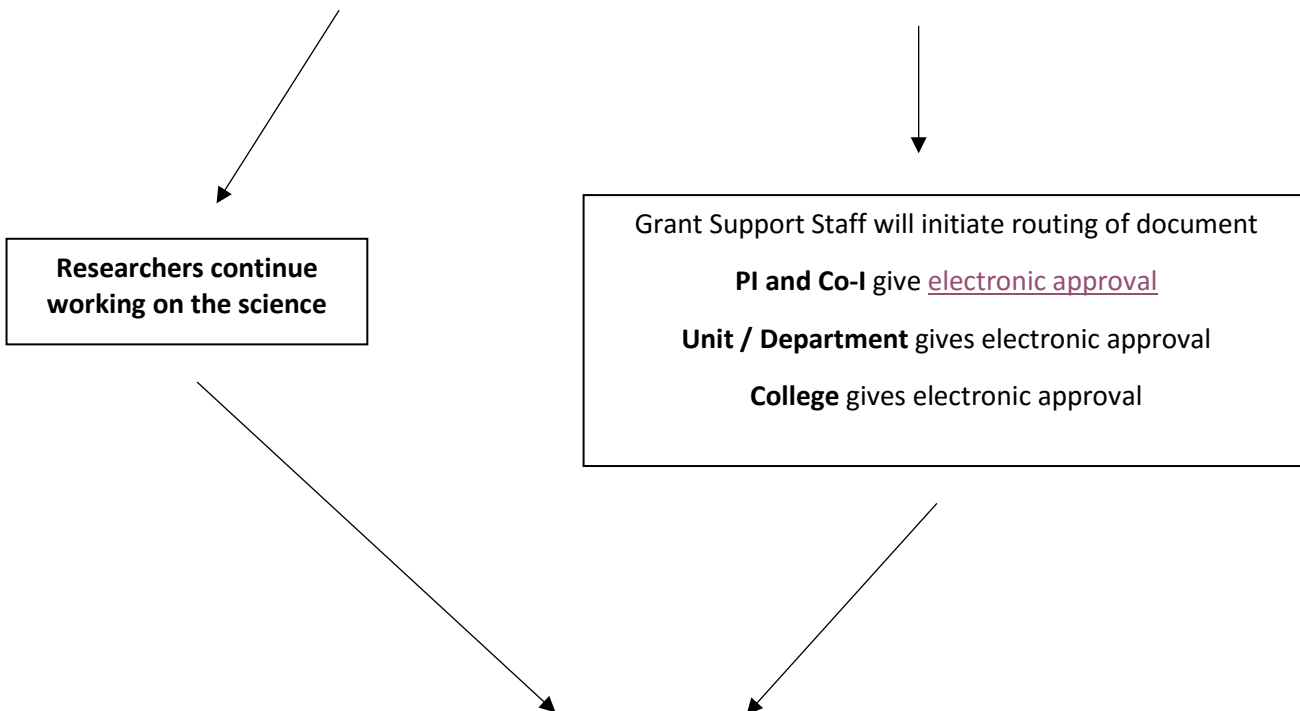
1. The routing process below is required in order to **apply for** and **receive ANY** funds through extramural competitive grants and submissions are **NOT** guaranteed if the timeline below is not adhered to

Minimum of 15 business days before Sponsor deadline

Provide unit Grant Support Staff with following information, preferably in electronic format

- Funding Opportunity **Announcement**
- Tentative Project **Title**
- Project Start and End **dates**
- **Preliminary budget:**
 - Staffing (Graduate students/postdocs/undergrads/technicians)
 - Effort levels of PI and Co-Is
 - Supplies
 - Travel
 - Equipment
 - Miscellaneous

Using the above information, the Grant Support Staff will help you build budgets, budget justifications and other non-science related documents in the sponsor requested format



As per UA policy a minimum of 3 full business days before Sponsor deadline

Approved routing document in the UAccess Research system and **complete grant proposal package** are submitted to UA Sponsored Projects

Has to be **submission ready** (no edits to **any** document, financial or scientific, unless requested by UA Sponsored Projects Services)

UA Sponsored Projects gives **FINAL** approval and **submits** or approves grant for submission to Sponsor