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.

Researchers continue working on the science

Grant Support Staff will initiate routing of document
- **PI and Co-I** give electronic approval
- **Unit / Department** gives electronic approval
- **College** gives electronic approval

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.