Proposal Submission Process

Submitting an Intramural Grant Proposal?

Required: Complete Intent to Submit Form (ITS) and submit to CON-ORS@email.arizona.edu

(6-8 weeks prior to submission deadline*) *Exceptions for funding opportunities with tight turnaround from original posting)

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Required: Consult with ORS and Division Chair on resources needed for proposed project, and assistance with proposal planning & application
(6-8 weeks prior to submission deadline*)

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Required: Submit estimated budget for approval BEFORE starting work on proposal

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Optional: Proposal review panel is selected and contacted
(6 weeks prior to submission deadline*)

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Optional: Proposal is submitted to ORS and is sent to the proposal review panel
(4 weeks prior to submission deadline*)

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Optional: Review panel returns proposal submission with comments and revision suggestions
(2 weeks turnaround time required*)

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Optional: PI has approximately 1-2 weeks to implement any changes and submit

Submitting an Extramural Grant Proposal?

Required: Complete Intent to Submit Form (ITS) and submit to CON-ORS@email.arizona.edu **and** preaward@email.arizona.edu
(6-8 weeks prior to submission deadline*)
*Exceptions for funding opportunities with tight turnaround from original posting)

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Office of Research and Scholarship (ORS)

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Consult with ORS and Division Chair on resources needed for proposed project, and assistance with proposal planning & application
(6-8 weeks prior to submission deadline*)

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Proposal review panel is selected and contacted
(6 weeks prior to submission deadline*)

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Proposal is submitted to ORS and is sent to the proposal review panel
(4 weeks prior to submission deadline*)

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Review panel returns proposal submission with comments and revision suggestions
(2 weeks turnaround time required*)

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PI has approximately 1-2 weeks to implement any changes and send final documents to Preaward for final formatting before submission deadline

UAHS Administration (Preaward)

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Sends proposal checklist and timeline to PI
(4-6 weeks prior to submission deadline)

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Works with PI to create budget, coordinates subawards, if applicable.
(4 weeks prior to submission deadline)

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Coordinates collection and formatting of biosketches and letters of support, provides standard sections for PI editing
(e.g., facilities and resources)
(2-4 weeks prior to submission deadline)

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Routes budget through UAccess Research
(1-2 weeks prior to submission deadline)

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Formats and prepares final application
(1 week prior to deadline)

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Submits to Sponsored Projects
(3 days prior to submission deadline)