Research Administration Office
Sponsored Projects
spo.byu.edu
801-422-3841
rao@byu.edu

RESEARCH PROPOSAL TIMELINE

2 weeks before deadline

Inform RAO of any specific proposal needs
(Cost Sharing, Certification forms, LOI's
Subawardees/Consultants**)**

**2 business days
before deadline**

Submit proposal to Sponsor
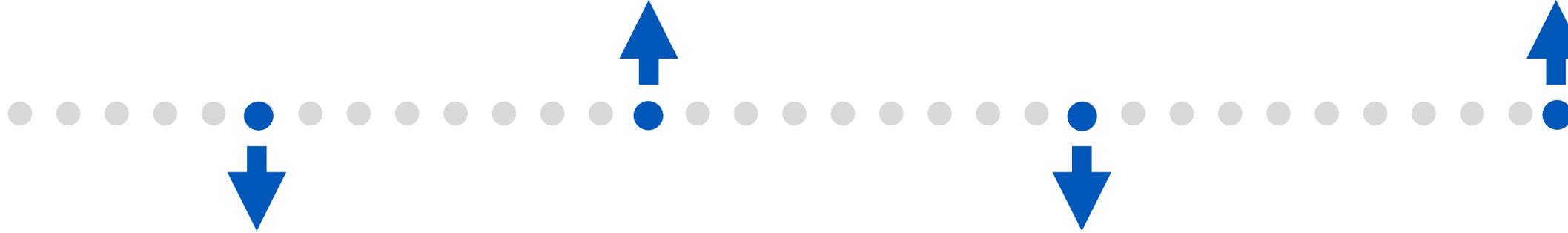
At least 2 weeks before deadline

Contact your RAO administrator/RDO Rep.
(College Grant Specialist) and start entering
proposal information into Kuali Research

5 business days before deadline

Proposal should be complete in Kuali
Research and ready for routing
Submit for review (internal approvals)

Things to keep in mind:

1. Proposals without deadlines should follow the same timeline above, adding the target submission date in the "Sponsor Deadline" field in Kuali Research.

2. System to System (S2S), direct to sponsor via Kuali Research, or Non S2S? Visit grants.gov. If there is an active "Apply" button, it can go S2S.

3. RAO reserves the right to choose to run a S2S as non-S2S due to complexity or other factors, which would require separate entry of proposal info.

4. This timeline and process is the same when BYU is a subawardee on another institution's proposal. Internal approvals are required for BYU's portion of the project.

May 2023