RESEARCH PROPOSAL TIMELINE

Contact your RAO administrator/RDO Rep. (College Grant Specialist) and start entering proposal information into Kuali Research at least 2 weeks before deadline.

Inform RAO of any specific proposal needs (Cost Sharing, Certification forms, LOI’s, Subawardees/Consultants) 2 weeks before deadline.

Proposal should be complete in Kuali Research and ready for routing 5 business days before deadline.

Submit proposal to Sponsor 2 business days before deadline.

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