

STANDARD RESEARCH PROPOSAL TIMELINE

AT LEAST TWO WEEKS BEFORE DEADLINE

Contact your College Research Development Specialist / Sponsored Projects Administrator (SPO) and start entering proposal information into Kualu Research.

Inform SPO of any specific proposal needs (cost sharing, certification forms, LOL's, sub-awardee/consultant).



FIVE BUSINESS DAYS BEFORE DEADLINE

Proposal should be complete in Kualu Research and ready for routing.



Submit for review (internal approvals).

TWO BUSINESS DAYS BEFORE DEADLINE



Submit proposal to the sponsor.

THINGS TO KEEP IN MIND

1. 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.
2. Proposals without deadlines should follow the same timeline above, adding the target submission date in the "Sponsor Deadline" field in Kualu Research.
3. System to System (S2S), direct to sponsor via Kualu Research, or non-S2S? Work with SPO to determine the best submission mechanism for your proposal.