

COMPLEX RESEARCH PROPOSAL TIMELINE

SIX WEEKS BEFORE DEADLINE

Notify both your Sponsored Projects Administrator (SPO) and College Research Development Specialist. Provide them the sponsor, solicitation number, and which complicating factors below apply. Respond promptly to their follow-up questions.

Begin a plan for the required cost sharing. Ask questions and review the cost sharing section in the Sponsored Projects Handbook.



FOUR WEEKS BEFORE DEADLINE

Create proposal in Kualu and populate all the known information, including draft attachments and budget.

The subawardee organization(s) should be determined. Will each subawardee be able to participate? Can they comply with all requirements?

Provide SPO with the subawardee admin contact information. SPO will provide a list and the administrative documents that need to be completed.

TWO WEEKS BEFORE DEADLINE

Ensure that:

- BYU SPO has everything they need in an acceptable state from subawardees
- Cost sharing sources and totals are finalized
- Project personnel are finalized (multiple PIs/CoPIs)



FIVE BUSINESS DAYS BEFORE DEADLINE

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



Submit for review (internal approvals).

SUBMIT PROPOSAL TO SPONSOR AS EARLY AS POSSIBLE

YOUR PROPOSED PROJECT IS COMPLEX IF IT INCLUDES ANY OF THE FOLLOWING:

- Required significant cost sharing or 3rd party cost sharing
- Financial conflict of interest
- Detailed sponsor-required budget spreadsheets (commonly used by DOE)
- Multiple PIs/CoPIs with required personnel docs
- Multiple consultants
- Multiple subawardees
- Foreign subawardee
- Industry or non-profit subawardee

Complex research proposals require more time to review and cannot be done last minute. If in doubt whether yours is complex, call your SPO admin.