RESEARCH PROPOSAL TIMELINE

2 weeks before deadline
Inform RAO of any specific proposal needs
(Cost Sharing, Certification forms, Letters of Intent, 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 (i.e., industry or open federal submissions) should follow the same general timeframe with the target submission date in the "Sponsor Deadline" field in Kuali Research.
2. Any proposal that can go System to System (S2S), should go 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.