

# 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 Kualu Research

## 5 business days before deadline

Proposal should be complete in Kualu 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 Kualu 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.