

Updated Grant Proposal Submission Deadlines

- **30-45 days before funding agency deadline** – Contact ORSP with intent to submit at least 30 days prior to the funding agency deadline (45 days if proposal includes outgoing subawards). This allows ORSP staff to schedule appropriately and ensure thorough review before the submission deadline. PI will be provided with a schedule of deadlines. An example of this schedule is shown at the end of this document.
- **10 business days before funding agency deadline** – The following documents must be submitted to ORSP in **final form** for Muse entry:
 - Budget and budget justification
 - Biosketches
 - Letters of support (subawardees/subcontractors)
 - Facilities, resources, and equipment
 - Project narrative and summary
 - Vertebrate animal section
 - Human subjects section
 - Data management plan
 - Resource sharing plan
 - Authentication of key reagents
 - All other proposal documents required by the sponsor
- While documents above are being assembled and routed for department and college review, the PI may continue to work on the following scientific documents; however, **any modifications cannot result in budget changes**:
 - Introduction
 - Specific aims
 - Research strategy
 - Bibliography
- **4 business days before funding agency deadline** – Final proposal must be submitted to ORSP. After final assembly, a PDF of the proposal will be provided to the PI before submission.
- **PIs will have 1 day to review assembled proposal package** – This review ensures the PI approves submission of the proposal package. ORSP will submit proposal to the funding agency after PI approval.
- **PIs will have 48 hours to review submitted proposal at the funding agency website** – If PIs do not request withdrawal/modifications, they are approving the proposal as is.
- If the sponsor deadline falls on a weekend or holiday, the sponsor deadline will be **automatically moved to the business day prior to the deadline**.
- The PI must contact the Vice Chancellor for Research and Innovation, Dr. Daniel Voth (dvoth@uams.edu), to request late submission approval. The PI must copy their department Chair and Associate Dean for Research on this request. **This approval will not be automatic and will be saved for special circumstances, which should be rare.**

Example Timeline

- Based on February 18, 2025 first contact

2/18	Contact funding proposal (FP) preparation primary contact
2/18 – 2/19	Primary FP preparation contact responds with PI questionnaire and timeline
2/19	Budget preparation and entry of draft FP in Muse
3/4	<p>PI submits all attachments in final form except:</p> <ul style="list-style-type: none"> • Introduction • Specific aims • Research strategy • Bibliography <p>**Proposal preparer will provide placeholder files to ensure the SF424 validates</p>
3/8-3/10	FP routes for department and college review (PI certifies and submits for review)
3/12	<p>Final versions of the following documents are uploaded:</p> <ul style="list-style-type: none"> • Introduction • Specific aims • Research strategy • Bibliography <p>**Final PDF generated for PI review and approval</p>
3/12-3/14	ORSP specialist review, revisions requested and made, and all documents finalized **Final PDF generated for PI review and approval only if changes are requested by ORSP
3/15	PI reviews and approves final PDF
3/16	ORSP submits to sponsor
3/16-3/18	PI reviews proposal at funding agency website
3/18	Sponsor due date