

MEMORANDUM

To: Biology Faculty

Cc: Graduate Students, Postdocs, and Lab Personnel Involved in Grant Submissions

From: Valeria Cid Garza, Biology Grants Staff

Date: October 6, 2025

Subject: Adherence to Grant Submission Deadlines

Purpose

To ensure timely, accurate submissions and equitable support across the department, this memo reiterates Biology's pre-award submission deadlines and procedures.

Key Policies (Effective Immediately)

1) Notice of Intent

- Notify Biology Grants Staff of your plan to apply **4–8 weeks before the sponsor deadline**.
- If notice is shorter due to sponsor timing, we will try to accommodate. However, proposals with late notice may be placed at the end of the queue if competing with on-time requests.

2) Draft Submission — Non-Negotiable

- Submit drafts of all required documents **10 business days before the sponsor deadline**. Include:
 - Final title, project dates, budget, and budget justification
 - Cover page, biosketch, facilities, and current & pending support
 - Draft project summary/abstract and project description
 - Completed eGC1
- For sponsor systems (e.g., ASSIST, Grants.gov), upload materials directly in the system for review.
- **Drafts submitted late cannot be fully supported and will be moved behind on-time proposals in the queue.**

3) Final Submission

- Provide the final proposal to Biology Grants Staff by **12:00 PM, three (3) business days before the sponsor deadline**.
- Proposals received after this cutoff **will not be processed**.

Why These Timelines Matter

- **Routing & Compliance:** OSP workload and review cycles require lead time.
- **Fairness:** Late submissions divert resources from colleagues who met deadlines.
- **Professionalism:** Prevents last-minute emergencies for both staff and OSP.

Urgent Requests & Questions

We recognize urgent needs arise (budgets, balances, funding). We will respond as quickly as possible while managing multiple proposals and deadlines. For case-specific issues, contact Biology Grants Staff directly.

Reminder

PIs are responsible for proposal content and final certification under UW policy. Adhering to the timelines above ensures we can provide consistent, effective support to all investigators.

Contact:

Biology Grants Staff — biogrants@uw.edu