

Grant Submission Process PI Responsibilities, Internal Deadlines

Roles at a Glance

Principal Investigator (PI)

- Identifies funding opportunities and sponsor deadlines
- Initiates the Pre-Award Request Form
- Provides complete proposal materials and budget by internal deadlines
- Reviews and approves the eGC1 and budget materials
- Submits scientific content to sponsor portal

Department Grant Manager

- Reviews and edits budgets for compliance
- Initiates and routes the eGC1
- Coordinates submission with OSP
- Submits proposal materials to OSP
- PIs should not initiate the eGC1. The Grant Manager is responsible for eGC1 initiation.

Required Internal Timeline *(Based on memorandum grant submission deadlines)*

4-8 weeks Before Sponsor Deadline

PI responsibilities

- Notify the Grant Manager of intent to submit
- Share sponsor guidelines and submission deadline

At Least 10 Business Days Before Sponsor Deadline

PI responsibilities

- Initiate and submit the Pre-Award Request Form
- Provide preliminary project details (personnel, subawards, budget and justification, cost share)
- The Pre-Award Request Form must be submitted before work on the eGC1 can begin.
- Confirm accuracy of personnel, effort, and budget details
- Respond to questions and approve revisions made by Grant Manager or OSP promptly
- Review and approve the eGC1 when routed

Grant Manager responsibilities

- Review and edit draft budget and budget justification for accuracy
- Flag compliance or sponsor-specific issues
- Respond to questions and approve revisions promptly
- Initiate and route the eGC1

3 Business Days Before Sponsor Deadline

PI responsibilities

- Provide final proposal materials (scope, biosketches, facilities, etc.)
- Notify Grant Manager when final materials are in place and application is ready to submit

Grant Manager responsibilities

- Submit the complete proposal package to OSP to submit to sponsor
- If sponsor requires alternate method of submission, coordinate with PI to determine who will submit final application package to sponsor

Late or Non-Adherent Submissions

Proposals that do not meet the internal deadlines above:

- Will be placed at the end of the submission queue
- May be submitted to OSP without full internal review
- May require extensive revisions that risk missed sponsor deadlines
- It is the PI's responsibility to manage their submission timeline and ensure materials are provided on time.

Submission Responsibility Summary

Task	Responsible Party
Identify funding opportunity	PI
Initiate Pre-Award Request Form	PI
Initiate and route eGC1	Grant Manager
Review and approve eGC1	PI
Submit proposal to OSP	Grant Manager