Carthage Grant Proposal Timeline

1-2 business days BEFORE deadline

OSP submits FINAL application

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10 business days BEFORE deadline

PI submits *PART B- Authorization to Submit*
- ***Dean/Provost/CFO-** Review & authorize proposal*
- ***OSP-** Reviews & finalizes proposal package & compliance requirements*

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1 month BEFORE deadline

PI submits draft of budget to OSP for review
- *PI submits budget to Office of Sponsored Programs*
- *Budget information should include content required by the funder as well as an outline of any Carthage commitments*
- *The Grants Administrator and Grants Accountant will review budget information and work with PI to resolve*

Typically 1 month before deadline

PI prepares proposal & PART B- Authorization to Submit
- *This process will include the development of: Narrative, institutional impacts, budget, bio-sketch, resources and other proposal documents*

Typically 2 months before deadline

Once authorization to pursue the funding is received:
- ***OSP-** Reviews sponsor guidelines and prepares PI work-plan*
- ***PI-** Begins proposal development*

Typically 3-6 months before deadline

Once a PI identifies a funding sources
- ***PI-** Completes & submits PART A- Intent to Purse via the MY GRANT PORTAL.*
- *PART A is approval is provided by the Dean or VP. This approval allows the PI to begin developing their proposal*

At any time

PI searches for funding sources
- *Office of Sponsored Programs can serve as a resource*

At any time

PI submits *Grant Project Idea Form* to OSP
- *PI begins discussions with their Chair, Dean or VP about their idea and initiates work with Office of Sponsored Programs*

10-Business Day Deadline for Proposal Submission

Electronic proposal submission can be a complex endeavor. It is the responsibility of the Office of Sponsored Programs (OSP) to ensure that all proposals conform to College and sponsor guidelines and policies. The OSP is instituting a 10 working day internal deadline for the receipt of a complete proposal.

A complete submission is a proposal that is submitted to OSP, contains finalized administrative components (budget, institutional impacts, bio-sketch, resources, etc.), a draft technical section (research plan), all compliance forms, and has approved budget.

OSP can not assure a full review or timely submission of proposals that are not received 10 business days prior to the sponsor deadline.