

VIMS Proposal Submission Guidelines

ASAP

(> 1-2 mth)

PI submits R&R

OSP notifies PI & FO/BM who will handle submission

> 20 (business) days*

Proposal Meeting:
OSP, PI, FO/BM meet to discuss submission details; agree on dates/times; list required documents in PDs and SDs; PI provides contact info for sub-contracting OSPs and sends agreement to ADRAS

> 14 days

PI submits PDs to FO/BM

> 10 days
FO/BM submits PDs to OSP, DC/CD

> 8 days
OSP approves PDs; informs FO/BM and PI

> 6 days

PI submits SDs to FO/BM

> 5 days
FO/BM sends SDs to OSP, DC/CD

> 4 days
OSP sends complete package to ADRAS, cc'ing PI and FO/BM

> 2 days

ADRAS completes review; notifies PI, FO/BM & OSP

> 1 day

Final proposal is submitted; PI, FO/BM, OSP are notified

Proposal Documents (PDs) include:

All financial information, i.e. budget, budget justification/narrative, OSP subcontract materials, current and pending, etc...

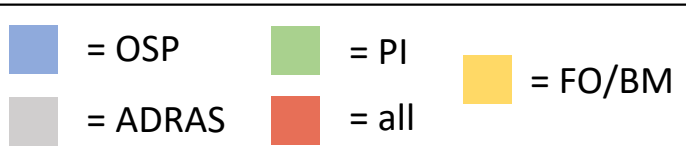
Science Documents (SDs) include:

Science workplan, references, diversity plan, data management/sharing plan, etc...

Complete Package is the version of the proposal that contains all necessary requirements as outlined in the RFP (i.e. PDs and SDs.)

Final Package is the version of the proposal that is approved by the PI for submission to the agency.

*All "days" are **business** days; these are approximate deadlines and must be finalized during the Proposal Meeting and recorded on timeline template provided.



FO = Financial Officer; BM = Business Manager; OSP = Office of Sponsored Programs representative; ADRAS = Associate Dean of Research and Advisory Services; PI = Principal Investigator; DC/CD Department Chair or Center Director