## Proposal Timeline Recommendation

*All days are business days*

### Subcontractor package:
1. Letter of Intent (LOI) or Subrecipient Commitment Form
2. Statement of Work (SOW)
3. Budget
4. Budget Justification
5. As applicable: FCOI paperwork for POI

### Admin Shell:
- Proposal Routing Form & Necessary Approvals
- SOW/Abstract
- Budget
- Budget Justification
- Solicitation
- As Applicable
  - Biosketch
  - Current/Pending
  - Resources
  - FCOI Disclosures
  - Subrecipient Commitment Packages
  - Costshare Documentation
  - Other Documents

### Required Documents
- Proposal Routing Form & Necessary Approvals
- SOW/Abstract
- Budget
- Budget Justification
- As Applicable: FCOI paperwork for POI
- Biosketch
- Current/Pending
- Resources
- FCOI Disclosures
- Subrecipient Commitment Packages
- Costshare Documentation
- Other Documents

### External Sponsor Deadline

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### FOA Released
- 2 months

### PI: Notify RA of intent to submit

### RA: Review FOA. Prepare and send timeline and checklist to PI
- 2 months

### RA: Notify OSR of intent to submit

### RA/PI: Finalize subcontractor(s) budget
- 16 days

### RA: Request subcontractor package

### RA/PI: Finalize budget and budget justification
- 14 days

### PI: Complete nonessential research proposal components
- 12 days

### RA: Start InfoEd admin shell entry
- PD record status: In Development

### OSR Admin Shell Deadline:
- 5 days prior to sponsor deadline

### RA: Notify OSR admin shell is ready for review
- PD record status: Pre-Route Complete

### OSR: Review admin shell and provides review notes to RA
- 4 days

### PI: Complete final research plan
- 3 days

### RA: Complete InfoEd data entry

### OSR Deadline for Submission Ready Proposal:
- 2 days prior to sponsor deadline

### RA: Submits to Final Route
- PD record status: Under OSR Review

### OSR: conducts final review and submits proposal

### PI/RA/OSR: Tracks proposal. Errors? Resubmit corrected application

### Proposal acceptance by Sponsor
- PD record status: Submitted

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Northwestern University
OSR-Chicago
6/4/2014

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