

## New Deadlines for Grants Submissions and Routing

[The Office of Sponsored Programs](#) (OSP), in the Office of the Vice President of Research (OVPR), has instituted new deadlines for the submission and routing of external grants.

OSP has specified that:

- if there is a budget or commitment of institutional resources involved, all proposals to external funders must be routed through [Kuali](#)
- all faculty members who route grants must be PI (Principal Investigator) eligible. That is, if a faculty member was hired in 2012 or later, this individual must complete the:
  - [PIRATE](#) (PI Research Administrative Training & Education) on Blackboard
  - [PeopleSoft Finance Access form](#) with the department's Chair and Administrative staff
  - [PI Eligibility](#) on DocuSign

### A Timeline of Submission Deadlines for PIs:

**16 to 40 business days prior to the grant deadline:** The PI works with the **CAHSS grant support centers** on the budget and narrative. Note that:

- Rachel Brubaker at the Dresher Center, who routes Arts and Humanities grants, recommends a 2-week lead time (10 business days).
- Deb Geare at [CS3/MIPAR](#), who routes Social Sciences grants, recommends a 6-week lead time (30 business days).

**6 to 10 business days prior to the grant deadline:** secure approval of the **Department Chair**. (*This provides an extra one to two days for department level approval*)

**5 to 8 business days prior to the grant deadline:** the **CAHSS Dean's Office** must receive the grant documents routed through [Kuali](#). Note that:

- Fellowships will require 2 business days
- Other proposals (NEA; NIH; Foundations) will require 3 to 5 business days
- Complex proposals (involving cost-share; facilities & administrative (F&A) waivers; multi-unit/multi-college collaborators; limited submissions; the requirement of additional signatures outside the *Kuali* chain) will require a minimum of 5 business days

**3 business days prior to the grant deadline:** **OSP** must receive the grant documents routed through *Kuali*. All grant documents should be in a finalized state and ready for review by OSP

**0 days:** Grant submission deadline—the proposal must be in a ready to submit format by 9:00am the day of the deadline.

Expect a simple routing to take a minimum of two to three weeks

Expect a complex routing to take a minimum of seven to eight weeks