Grant Application Timeline

**5 Weeks before deadline**
- **Principal Investigator**
  - Submits Pre-grant Submission Form
  - Contacts Research Administration (RA) to confirm that submission should be through Office of Sponsored Programs
  - Provides RA with subaward contact information
  - Confirms with Department Chair:
    - FTE is available
    - Grant aligns with missions of department
- **Research Administration**
  - Contacts Subawards to request:
    - Budget
    - Budget justification
    - Scope of work
    - Biosketches
    - Letter of intent signed by authorized official
    - Federal Rate Agreement
    - IRB Approval (if applicable)
  - Creates folder in SAR-net

**4 Weeks before deadline**
- **Principal Investigator**
  - Prepares initial budget
- **Research Administration**
  - Initiates application in agency portal

**3 Weeks before deadline**
- **Principal Investigator**
  - Submits final Subaward Documents
- **Research Administration**
  - Receives completed Subaward documents

**2 Weeks before deadline**
- **Principal Investigator**
  - Approves Subaward documents
  - Prepares Financial Conflict of Interest Form
- **Research Administration**
  - Finalizes budget
  - Prepares:
    - Proposal Summary Form
    - Federal/Non-federal budget template
  - Begins to route documents for approval
  - Receives final Subaward documents

**1 Week before deadline**
- **Principal Investigator**
  - Uploads final documents in application portal
  - Reviews, completes, and returns signed PSF to RA for approval
  - Saves all FINAL PDFs in Proposal Development Folder on SAR-net
- **Research Administration**
  - Submits approved documents to Office of Sponsored Programs
  - Enters information in application portal
  - Reviews and uploads:
    - Biosketches
    - Facilities/Equipment docs
    - Other Support (if applicable)

**5 Days before deadline**
- **Principal Investigator**
  - Reviews/compiles application to Business Office for their review and submission.
- **Research Administration**
  - Reviews and sends final application to Business Office for their review and submission.

For more information, visit: bu.edu/research/funding-grants