TIMELINE OF PROPOSAL PROCESS
The sooner you can begin, the smoother the process will be!

As soon as you know you will be applying for a particular grant, please notify the IAC Dean's Office Research Financial Manager, David Selman (david.selman@gatech.edu), with a link to the Request for Proposal or Program Description and alert them to anything that you anticipate may need special attention. Prepare a summary of the proposal and a timeline for doing it. When looking at the work and timeline, start drafting a budget and note the due date.

4 Weeks until Due Date!
Determine if you will need IRB approval.

As soon as you know that you will be using human subjects in your project, start the process of IRB Approval. IRB approval is often a matter of resubmission and revision of plans. Often the approval is pending when the proposal goes out, but it has to be in progress if not completed.

3 Weeks until Due Date!
Make a budget and identify all costs, both known and unknown.

Budget templates are on the IAC Research website with the latest formulas for overhead, tuition, fringe, etc. already built into it. Your School administrator for sponsored research can help you to modify this spreadsheet to reflect your project. At the same time, contact David Selman to review your budget and proposal by email or make an appointment to meet in person.

2 Weeks until Due Date!
Send a complete version of the proposal with draft or final budget and routing form to the IAC Dean's Office Financial Team.

You have to get the proposal moving through the School, College, and Institute immediately so that OSP can send it out on time. If you have not finished by 2 weeks before deadline do not delay contacting David – just send what you have. The budget cannot be processed at the last minute and OSP needs to have the final version 1 week before the deadline.

Having a completed proposal and budget 2 weeks before due date allows you one week to get all the requisite signatures on the routing form (your School administrator should be able to help you with this) so that you can meet OSP's deadline of having everything in hand 1 week before due date. Review your proposal carefully against the new federal guidelines which NSF has been enforcing very strictly, using the NSF Proposal Review Sheet and Georgia Tech NSF Reference Sheet which take account of the important changes in requirements as of December 26, 2014. For more NSF-related information, see the NSF Guidelines and Templates section on the IAC Research website.

1 week until Due Date!
OSP's deadline for processing the completed proposal and routing form is 1 week before the proposal is due to the Sponsor!

The proposal and routing form should have been submitted to David already at this point. OSP needs the **IAC-APPROVED** proposal and documents to approve and send to the Sponsor on time.

Due Date!

OSP sends the approved application to the Sponsor by the Due Date.

After the Proposal is Submitted…

The Sponsor then reviews and approves the proposal. Once approved, an award notice will be sent to OSP. OSP negotiates with Sponsor. After negotiation, the Award is set up in the OSP Database and the Award Initiation Package is completed. Award Management begins through the GT Research Portal: **http://myresearch.gatech.edu**.