# COERA Grant Submission Schedule

## PI/CO-PI Deadlines

<table>
<thead>
<tr>
<th>1-12 Months</th>
<th>3 weeks (15 business days)</th>
<th>7 Business Days</th>
<th>4 Business Days</th>
<th>2-0 Business Days</th>
</tr>
</thead>
</table>

**Action Required**
- Notify COERA of any potential grant interest and/or particular RFP as soon as you find it.
- For a complete COERA review please submit a request using the Proposal Submission Form at least 3 weeks in advance of the proposal deadline.
- Final versions of the budget and all proposal materials (RFP-specific) are due to COERA 7 full business days prior to the day of the proposal deadline.
- COERA must submit proposals to OSP at least 4 business days in advance of the proposal deadline. Proposals will receive authorization from OSP and be submitted to the sponsor.
- PI must contact COERA and OSP at least 4 business days in advance of the proposal deadline.

**Clarifying Notes**
- Large center grants or institutional training grants must be submitted at a minimum of one month before proposal deadline.
- If your proposal contains subawards, complex/unique requirements, or special permissions requests (such as IDC complications or cost share), you must submit Proposal Submission Form by this deadline.
- The proposal must receive a complete review by the proposal deadline.
- Depending on time constraints, proposals submitted at this time may not receive a complete review but only a limited review involving full review of budgetary compliance and confirmation of documents required for submission.
- COERA will serve as liaison between OSP and PI. PI must be accessible (via email or phone) to COERA in case problems or questions arise during this time frame.

**Approvals**
- PI approvals and conflict of interest (COI) compliance for large center grants must be done within one month of deadline.
- PI/co-PIs must notify their Department Chair of intent to submit and receive approval for Course Buyout, Cost Share, or Space Usage intentions.
- Any proposal submitted to COERA within this timeframe will require approval by the COE Associate Dean for Research.

## Example Submission Calendar

Example: The RFP specifies a deadline of the **23rd** of the month. The calendar below demonstrates resulting deadlines for PIs:

<table>
<thead>
<tr>
<th>Month</th>
<th>S</th>
<th>M</th>
<th>Tu.</th>
<th>W</th>
<th>Th.</th>
<th>F</th>
<th>Sa.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>1</td>
<td>2</td>
<td>Proposal Submission Form submitted to COERA by 5pm (CST)</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Week 2</td>
<td>8</td>
<td>9</td>
<td></td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>Final Materials Submitted to COERA by 5pm (CST)</td>
</tr>
<tr>
<td>Week 3</td>
<td>15</td>
<td>16</td>
<td>Submission of proposal by COERA to OSP by 5pm (CST)</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>OSP Review Deadline</td>
</tr>
<tr>
<td>Week 4</td>
<td>22</td>
<td>23</td>
<td>PROPOSAL DUE TO SPONSOR</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Week 5</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
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</table>