WKU

OFFICE OF SPONSORED PROGRAMS

TIMELINE FOR EXTERNAL GRANT PROPOSAL SUBMISSION

As Soon As Possible	Three Weeks	Seven Days	Five Days	Day Before DEADLINE
▪ **Notify OSP of your intent to submit a proposal** ▪ **Provide sponsor guidelines / Request for Proposal (RFP)** ▪ **Begin budget development** (work with OSP) ▪ **OSP will generate a checklist of all required proposal pieces** (narrative, biosketch, etc.)	▪ **Provide contact information for all external collaborators*, if applicable** ▪ **Start preparing secondary proposal pieces** (biosketch, facilities, references, letters of commitment, etc.) **Subaward institutions often require their own internal approval process; early communication is imperative*	▪ **Internal Budget FINALIZED** (including cost share and subawards, if applicable) ▪ **DRAFTS of all proposal pieces submitted to OSP for review**	▪ **FINAL draft of the complete proposal submitted for OSP review** ▪ **Institutional approval routing underway**	▪ *8:00 a.m. Final <u>MINOR</u> edits to narrative due to OSP* ▪ **ALL institutional approvals completed** ▪ **Following verification of approvals and final review, OSP submits the proposal before or on the sponsor's due date** ***Proposals not adhering to these guidelines are at risk of not being submitted to the sponsor.***

To contact an OSP team member, email proposal.development@wku.edu.