



OFFICE OF SPONSORED PROGRAMS

TIMELINE FOR EXTERNAL GRANT PROPOSAL SUBMISSION

EFFECTIVE FALL 2026

The goal of this timeline is to ensure equitable and efficient management of proposal submissions. Proposals that do not follow this timeline risk non-compliance with university policy, rejection by the sponsor, inability to submit the proposal, or institutional withdrawal of the proposal.

Notify OSP of your intent to submit a proposal via: <https://www.wku.edu/sponsoredprograms/proposal-assistance-form.php> as soon as you know that you plan to submit (even if you are not certain that you will submit). Earlier is always better!

DEADLINES FOR NOTIFYING OSP OF INTENT TO SUBMIT

The deadlines below indicate the **MINIMUM** number of days before the sponsor's deadline that OSP must receive the listed materials.

Proposal Type	Submit Proposal Intent Form	Additional Information Needed
Category 1: Proposals with no subawards	16 business days before the sponsor deadline	• Provide contact information for all internal and external collaborators, if applicable
Category 2: Proposals with: • a single subaward (domestic)	20 business days before the sponsor deadline *Subaward institutions often require their own internal approval process which may have earlier deadlines; early communication is essential!	• Provide sub Co-PI contact info • Provide OSP (or similar) contact info for sub institution
Category 3: Proposals with: • multiple domestic subawards • one or more international subawards • multi-institution collaborative proposals	25 business days before the sponsor deadline *Subaward institutions often require their own internal approval process which may have earlier deadlines; early communication is essential!	• Provide sub-award Co-PI contact info • Provide OSP (or similar) contact info for sub-award institution(s)

DEADLINES FOR PROPOSAL DOCUMENTS

Timelines may be adjusted in instances where the sponsor notification provides limited advance notice or in the case of other extenuating circumstances, with OSP approval. Any additional deadlines will be provided for each proposal.

6 Business Days

- Send ALL Final documents to OSP by 9:00 a.m. (CST).
- OSP routes proposal for institutional approvals.

3 Business Days

- ALL institutional approvals received.
- No additional edits will be accepted.

For additional proposal requirements, see [WKU Policy 2.0103](#).

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