



OFFICE OF SPONSORED PROGRAMS

**TIMELINE FOR EXTERNAL GRANT PROPOSAL SUBMISSION**

**\*\* PLEASE NOTE THAT THE TIMELINE BELOW IS NECESSARY DUE TO OSP OPERATING WITH A SIGNIFICANTLY SMALLER STAFF \*\***

As Soon As Possible	Four Weeks	Ten Business Days	Six Business Days	Three Business Days Before DEADLINE
<ul style="list-style-type: none"> <li>▪ Notify OSP of your intent to submit a proposal</li> <li>▪ Provide sponsor guidelines / Request for Proposal (RFP)</li> <li>▪ Begin budget development (work with OSP)</li> <li>▪ OSP will generate a checklist of all required proposal pieces (narrative, biosketch, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide contact information for all external collaborators*, if applicable</li> <li>▪ Start preparing secondary proposal pieces (biosketch, facilities, references, letters of commitment, etc.)</li> </ul> <p><i>*Subaward institutions often require their own internal approval process; early communication is imperative</i></p>	<ul style="list-style-type: none"> <li>▪ Internal Budget <b>FINALIZED</b> (including cost share and subawards, if applicable)</li> <li>▪ <b>DRAFTS</b> of all proposal pieces submitted to OSP for review</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>FINAL</b> draft of all proposal materials submitted to OSP for final application</li> <li>▪ Institutional approval routing underway</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>8:00 a.m. Final <u>MINOR</u> edits due to OSP</b></li> <li>▪ <b>ALL</b> institutional approvals completed</li> <li>▪ Following verification of approvals and final review, OSP submits the proposal before or on the sponsor's due date</li> </ul> <p><b><u>Proposals not adhering to these guidelines are at risk of not being submitted to the sponsor.</u></b></p>

To contact an OSP team member, email [proposal.development@wku.edu](mailto:proposal.development@wku.edu).