



OFFICE OF SPONSORED PROGRAMS TIMELINE FOR EXTERNAL GRANT PROPOSAL SUBMISSION

The goal of this timeline is to establish a more equitable and efficient management of proposal submissions for PIs, departments, colleges, and OSP. Proposals that do not follow this timeline risk non-compliance with university policy, sponsor requirements, rejection by the sponsor, withdrawal of the proposal by WKU, or delays in award acceptance and account index setup.

Notify OSP of your intent to submit a proposal via: <https://www.wku.edu/sponsoredprograms/proposal-assistance-form.php>

Four Weeks or More	Sixteen Business Days	Ten Business Days	Six Business Days	Three Business Days Before DEADLINE
<ul style="list-style-type: none"> ▪ If your proposal includes a subaward <ul style="list-style-type: none"> ○ Provide sub Co-PI contact info ○ Provide OSP (or similar) contact info for sub institution ○ Begin working with OSP on WKU's budget immediately as it may impact subaward amounts <p><i>*Subaward institutions often require their own internal approval process; early communication is imperative</i></p>	<ul style="list-style-type: none"> ▪ Provide contact information for all internal and external collaborators (that are not subawards), if applicable ▪ Begin budget development (work with OSP) ▪ Start preparing secondary proposal pieces (biosketch, facilities, references, letters of commitment, etc.) 	<ul style="list-style-type: none"> ▪ Internal Budget FINALIZED (including cost share and subaward budgets, if applicable) ▪ DRAFTS of all proposal pieces submitted to OSP for review 	<ul style="list-style-type: none"> ▪ FINAL draft of all proposal materials submitted to OSP for final application ▪ Institutional approval routing underway via SPIRIT 	<ul style="list-style-type: none"> ▪ 8:00 a.m. Final <u>MINOR</u> edits due to OSP ▪ ALL institutional approvals completed ▪ Following verification of approvals and final review, OSP will submit the proposal before or on the sponsor's due date <p style="text-align: center;"><u>Proposals not adhering to these guidelines are at risk of not being submitted to the sponsor.</u></p>

IMPORTANT NOTE:

Failure to provide adequate notification may result in:

- **A proposal not being submitted if OSP does not have adequate time and resources available**
- **OSP may allow submission, but only provide limited assistance.**

Inadequate notice is defined as:

- **Less than 16 business days' notice for proposals involving subawards**
- **Less than 10 business days' notice for all other proposals**

*This timeline may be adjusted in instances where the sponsor notification provides limited advance notice.

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