

Grant Submission Timeline

Before grant applications are submitted to sponsors outside of UWL, all materials must be reviewed and approved by the applicable department chair(s)/unit director(s), college dean(s)/division director(s), and the Office of Research & Sponsored Programs (ORSP)¹. At minimum, application components should be routed for review according to the following timeline. **Adequate time for institutional review and approval is not guaranteed for materials received after these deadlines. Contact ORSP to determine whether an application can be accommodated.**

	When Items Are Due Leading Up to the Grant Submission Deadline		
	ORSP	Chair/Unit Director	Dean/Division Director
Initial consultation	6 weeks before		
Budget and budget justification	<i>Draft:</i> 4 weeks before <i>Final:</i> 3 weeks before	<i>Final:</i> 3 weeks before ²	<i>Final:</i> 2 weeks before ²
Narrative, supplementary documents, and required sponsor forms (e.g., project summary/abstract, specific aims, biographical sketches, data management plan, facilities & other resources, impact statement, institutional profile & certifications)	<i>Draft:</i> 3 weeks before <i>Final:</i> 1 week before	<i>Draft:</i> 3 weeks before ² <i>Final:</i> 1 week before	<i>Draft:</i> 2 weeks before ² <i>Final:</i> 1 week before
UWL grant transmittal form	1 week before	3 weeks before	2 weeks before
Compliance forms ³ (e.g., SFI disclosure form , RCR student training plan)	1 week before		
Written confirmation of subawards, consultants, collaborators, and cost sharing commitments ⁴	1 week before	1 week before	1 week before
Grant application submission	3 business days before		

Applications submitted prior to full institutional approval may be withdrawn. If funded, award acceptance for such applications will be contingent upon institutional review and approval. If award conditions or aspects of the proposed project do not meet institutional requirements, the award will be declined. Individual PIs/co-PIs are not authorized to sign off on application components on behalf of the university; applications must be reviewed by appropriate personnel and approved by signatories designated by UWL leadership.

¹ If multiple faculty/staff are involved in a grant proposal, each individual's respective chair/unit director and dean/division director must review and approve all application components, and sign the grant transmittal form. If multiple departments/units and colleges/divisions must approve an application, consider routing multiple copies of the grant transmittal form and materials for signatures.

² Route with a UWL grant transmittal form.

³ Compliance requirements vary by sponsor. Consult with ORSP to determine the specific requirements for your grant.

⁴ There is a broad range of documentation requirements for these items, which must have approvals from various authorized organizational representatives. Consult with ORSP early on the specific requirements for your grant.