Grant Proposal Timeline
School of Human Environmental Sciences

Four weeks before proposal is due:

- Faculty/staff meet with their department chair/Program Leader/Assistant Director to gain approval for direct effort toward this proposal.

Three weeks before proposal is due:

- Contact the School of Human Environmental Sciences Budget Manager.

Two weeks before proposal is due:

- Department Chair/Program Leader/Assistant Director review budget and proposed effort on proposal.

Five business days before proposal is due:

- The budget/budget justification must be reviewed and approved by the School of Human Environmental Sciences Budget Manager and the College of Agriculture Grants Officer prior to submission.

Three business days before proposal is due:

- The completed proposal must be received by the OSPA Research Administrator three (3) business days in advance of the sponsor's deadline.

NOTE: If the proposal has a shorter deadline than four weeks, you will still need to follow the same steps above.

Some foundations have an online submission process that requires the PI to submit the proposal instead of OSPA. The timeline will still need to be followed in these instances.

- Reviewed and approved by HES Leadership Team, August 17, 2010
- Revised 1/4/11
- Revised 8/2/11