

Proposal Submission Guidelines - Summary Checklist

Once you have decided to submit a grant or contract proposal please review the full [Proposal Submission Guidelines](#) document, which can be found in My Neag under the Research Affairs section, for additional requirements and guidance regarding the following steps:

Complete	Step	Timeline = Business Days - Deadline (TBD)	Initiator (a)	Action
	1	Minimum of 2 months prior to due date	PI	A. Complete the Notice of Intent to Submit
	1a	< 2 months	PI	B. <i>When sponsor provides less than 2 months notification, contact Pre GCS for coordination with SPS Pre-Award on special approval of timeline waiver.</i> C. <i>Similar advance notification should be coordinated when collaborating as a subrecipient and less than 2 weeks notice is provided.</i>
	2		PI	D. Compile sponsor requirements from the Call for Proposal/Guidelines
	3		PI	E. Share draft budget priorities and project needs with the Pre GCS and set up initial meeting with Pre GCS to discuss
	3a		Pre GCS	F. Prepare the draft budget based on PI's priorities and project needs
	3b		PI	G. Review and respond to draft budget and prepare budget narrative to support budget file
	4		PI / Pre GCS	H. Work together to obtain sub-award paperwork <ol style="list-style-type: none"> a. PreGCS coordinates with the PI, SPS and sub awardee to assist with the necessary paperwork for sub awards and act as the primary point of contact. b. All subrecipient documents should be in draft form 2 weeks before the proposal due date and final form 6 business days before the proposal due date. c. Required documents include: <ul style="list-style-type: none"> • the UConn subrecipient form completed and signed by an authorized official • Scope of work • Budget • Budget Justification • F&A Rate Agreement (if applicable) • Relevant Investigator required documents • Sponsor Subaward Budget Form
	5		PI	I. Continue to work on proposal and associated draft documents for submission to SPS: <ul style="list-style-type: none"> • Abstract

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				<ul style="list-style-type: none"> • Budget • Budget justification • Project Narrative • All Appendices • All Investigator required support documents i.e. Biosketch, Current/Pending Support, etc.
	6		PI	<p>J. Prepare internal required documents: FCOI, Cost-sharing, PI Eligibility</p> <p>K. Notify and ensure that the Co-PIs and Key Personnel complete/update Financial Conflict of Interest Form</p> <p>L. Fill out other forms as applicable</p> <p>M. PI submits forms to Pre GCS</p> <p>N. The Pre GCS uploads the forms to SPS Pre Award</p>
	7		PI / Pre GCS	<p>O. PI drafts IPR form and sends to the Pre GCS for review and verification before routing for approval</p> <p>P. PI circulates the document to obtain required signatures from the PI's/Co PI's</p> <p>Q. PI submits form to the Pre GCS for routing to obtain the Dept. Chair and Associate Dean for Research (ADR) or designee's signature.</p> <p>R. The Pre GCS uploads the form to SPS Pre Award</p>
	8	10 (2 weeks)*	PI / Pre GCS	<p>S. PI submits to Pre GCS all subrecipient documents (see above for list). Documents should be in draft form 2 weeks before the proposal due date and final form 6 business days before the proposal due date.</p>
	9	10 (2 weeks)	PI	<p>T. Submit all required paperwork completed in previous steps in Draft Form to the Pre GCS no later than 10 business days prior to the sponsor's submission deadline.</p>
	10	7+	Pre GCS	<p>U. Provide final review</p> <p>V. Upload complete application with draft documents in sponsor required format (i.e. grants.gov, research.gov)</p>
	11	7	Pre GCS	<p>W. Notify SPS the proposal is ready to begin the final submission process.</p> <p>X. The PI and the Pre GCS should plan to be accessible during the 6 business days up to the sponsor proposal submission date should additional questions arise.</p>
	12	6	SPS	<p>Y. Logs the Proposal</p> <p>Z. Assigns a proposal number for future correspondence.</p> <p>AA. Assigns an SPS Pre-Award Grant Manager</p> <p>BB. Reviews the proposal</p>
	13	<6 - >1	PI / Pre GCS	<p>CC. Respond to and address SPS Pre-award manager comments on submitted materials</p>

Complete	Step	Timeline = Business Days - Deadline (TBD)	Initiator (a)	Action
	14	1	PI / Pre GCS	DD. No later than noon the day before the deadline, the PI provides the final proposal and approval to submit to the Pre GCS.
	15	1-0	PI / Pre GCS	EE. Pre-GCS uploads final documents into application. Pre-GCS conveys authorization to submit provided to SPS.
	16	0+	Pre GCS	FF. Award Notification: <ul style="list-style-type: none"> • Notify the Post GSC. • Notify administrative staff responsible for post award support in the department. • Notify the ADRFA's Office to log the award. GG. Schedule a preliminary meeting to review the specifics and address any challenges.

* Sample timeline:

- Proposal is due Wednesday, December 22 at 5pm.
- OVPR must receive documents by December 15 at 9 am (i.e. 5 full business days prior to due date)
- Dan must receive by December 8 (i.e. 10 full business days prior to due date)

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Glossary

PI - Principal Investigator

Pre GCS - Pre-Award Grants and Contracts Specialist

Post GCS - Post Award Grants and Contracts Specialist

Post GCA - Post Award Grants and Contracts Associate

SPS = Sponsored Program Services