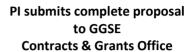
PI submits SPOOF with intention of submitting a proposal

30 Days minimum



Pre-Proposal Prep

- PI Complete the Internal Questions (IQ) Form
- PI Send budget development information
- C &G Administrator sends a timeline with additional items and important dates



*Two weeks before deadline

3 Day

Minimur

If necessary, proposal will be returned to PI for adjustments



Contracts & Grants Office

- Check to ensure that all sponsor required components of the proposal are complete
- Check that sponsor requirements, such as page limits and formatting, are correct (time permitting)
- Complete sponsor required administrative forms
- Complete UCSB required forms
- Complete UCSB Office of Research datasheet
- Confirm Human Subjects status
- Submit the proposal to UCSB OR for formal review





Office of Research Review

- Check all administrative forms & budget
- Check for compliance with UC, UCSB & sponsor requirements
- Confirm that all of the required approvals are in place
- Check all cost share/matching requirements have been met
- Send review comments to GGSE Contracts & Grants Office



Contracts & Grants Office

- Make any required corrections to the sponsor and campus administrative forms and budget sheets
- Acquire the required signatures (Dean, PI, Sponsored Projects Officer. Co-PIs. etc.)



If necessary, proposal will be returned to PI for adjustments



Proposal is submitted to the sponsor. SPO requests all proposals, regardless of sponsor/submission method, be submitted (i.e. push the button) at least 48 hours prior to the sponsor deadline. This reflects the (2) business day period it may take sponsor submission systems, like Grants.gov, to validate a proposal for errors. This "UCSB Proposal Deadline" is to allow SPO, departmental staff, and PI(s) adequate time to address any possible submission issues prior to the sponsor imposed deadline.

2 Days Prior to Sponsor