**Proposal Development Timeline**

|  |  |
| --- | --- |
| **Event** | **Action** |
| Funding opportunity is identified | Contact Pre Award ASAP |
| Open proposal in Kuali  (if you have submitted to the agency previously copy your proposal- certification will need to be completed again but all other information will copy over) | Minimum of three weeks prior to agency due date |
| Contact PreAward for assistance in budget development to ensure correct rates are used | Minimum of three weeks prior to agency due date |
| Variance in Indirect Cost Rates (ICR) not reflected in opportunity posting | Notify PreAward as soon as possible so the sponsor can be contacted by the PreAward Specialist\* |
| Agency contacts you more than once about needed information particularly related to budget  (usually related to ICR or fringe rates but not always) | Let Pre Award know ASAP and someone from ORP will take over negotiations with the agency |
| Upload all required documents (i.e. project summary, budget justification, agency guidelines, any documentation related to ICR in Kuali) | Minimum of 11 working days prior to agency submission date |
| Use the validation tool in the center of the screen to identify errors (turn on to fix any errors) | Minimum of 11 working days prior to agency submission date |
| Contact assigned Pre Award Research Associate to conduct a final review of the proposal before you route it for review | Minimum of 11 working days prior to agency submission date |
| Route for Review in Kuali | Minimum 10 working days prior to agency submission date |
| Put tickler in calendar to remind yourself of ongoing proposals/contract due dates | ASAP after routing in Kuali |

**\*If the agency states that the ICR is less than the federally negotiated rate AND it is not indicated in the opportunity posting then the agency must notify Pre-Award in writing indicating the following: “The agency restricts indirect costs to XX%. Any recipient of awards from this opportunity is restricted to this same rate.” If we do not receive this official notification from the agency or the reduced ICR is not indicated in the opportunity posting then the federally negotiated rate will be applied. This does not apply to industry sponsored projects.**