WHEN DO I NEED TO SUBMIT MY PROPOSAL TO THE OFFICE OF RESEARCH AND PROFESSIONAL DEVELOPMENT (ORPD) FOR A FULL REVIEW?

After having a conversation with your Chair and Dean, the following is a step-by-step timeline you should follow for the month preceding a proposal due date. PI/CoPIs must be available throughout the application development/submittal process to respond to/answer questions:

- **30 days before deadline:** PI brainstorms and has preliminary discussion with ORPD
- **30-18 days before deadline:** PI writes and drafts proposal pieces
- **15 days before deadline:** PI and ORPD finalize budget.
- **10 days before deadline:** ORPD creates a Proposal Routing Form (PRF) to be attached to the final proposal and PI starts collecting signatures
- **5 days or more before deadline:** All required signatures obtained on the PRF; PI provides FINAL narratives and ALL proposal components (letters, MOU’s, other documents, etc.)
- **3 days before deadline:** ORPD submits proposal to sponsor!
- **2 days before deadline:** Sponsor is provided with 48 hours to send submission confirmation, and/or a list of errors to be corrected in order to complete the submission
- **1 day before deadline:** Respond to errors and re-submit the application to meet the official deadline.
  *Note: Errors are common and PIs may anticipate at least 1 error/issue that needs to be addressed

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**Please note:**
PI’s are strongly urged to allot ample time for a detailed proposal review (full review) prior to submission. The University reserves the right to withdraw any submitted proposal that does not comply with University policy and/or State and Federal regulations.

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MAXIMIZING EXTERNAL FUNDING AT CSUEB
OFFICE OF RESEARCH AND PROFESSIONAL DEVELOPMENT

ORPD’s role:
- Serves as a resource to faculty and staff by maintaining information and promoting awareness of funding opportunities
- Helps refine project ideas to align with sponsor’s requirements
- Prepares budgets in alignment with sponsor’s requirements and University and Foundation policies
- Prepares administrative forms as outlined in guidelines (IRS forms etc…)
- Develops and submits proposals in accordance with program guidelines

Procedure

All proposals submitted to sponsors on behalf of the university must be processed through ORPD and approved by all appropriate university officials. In order to maximize chances of funding, the following deadlines apply to most proposal submissions:

1. Initial notification
   - ORPD requests notification of a pending submission no less than 4 weeks prior to the submission deadline. This advanced notice will allow ORPD to provide the best possible support. PI/CoPIs must notify their Chairs/Deans so they are aware of the application. PI/CoPIs must also be available throughout the application development/submittal process to respond to/answer questions.

2. Final budget
   - ORPD and PI work together to finalize the budget at least 15 days prior to the deadline.

3. Draft proposal
   - ORPD requests a copy of a strong draft/nearly final proposal no later than 18 days prior to the deadline to allow for a full review and ensure that all requirements are met, and ensure that ample time is provided to collect all the approval signatures on the Proposal Routing Form.

4. Final narratives and all required components of proposal
   - ORPD receives a final copy/version of the proposal, and all required components of the proposal (letters, MOU’s, other supplementary documents) no later than 5 days prior to the deadline.

Please see the attached timeline outlining detailed stages of proposal preparation and submission

Review and Approval

The Proposal Routing Form (downloadable at http://www.csueastbay.edu/orsp/EForms/ProposalRoutingForm.pdf) is used to track the approval of appropriate university officials. Proposals cannot be submitted by ORPD without the completed form. Please note that if ample time is not allotted for a detailed full proposal review prior to submitting the proposal, then the university reserves the right to withdraw the proposal if it does not comply with university policy, and/or State and Federal regulations.

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