**WHEN DO I NEED TO SUBMIT MY PROPOSAL TO THE OFFICE OF RESEARCH AND RESEARCH & SPONSORED PROGRAMS FOR A FULL REVIEW?**

*After having a conversation with your Chair and Dean, the following is the timeline to follow for the month preceding a proposal due date. PI and CoPIs must be available throughout the application development/submittal process to respond to/answer questions. The proposal process is initiated in Cayuse: [https://www.csueastbay.edu/orsp/cayuse/index.html](https://www.csueastbay.edu/orsp/cayuse/index.html)*

**At least 30 days before deadline:**
PI informs ORSP of Intent to Submit a Proposal to an External Sponsor and enters proposal information in Cayuse

**30-18 days before deadline:**
PI writes and drafts proposal pieces; uploads proposal documents in Cayuse

**15 days before deadline:**
PI and ORSP finalize budget

**5 days or more before deadline:**
All required approvals are secured in Cayuse; PI provides FINAL narratives and ALL proposal components (letters, MOU’s, other documents, etc.) to ORSP

**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

**3 days before deadline:**
ORSP submits proposal to sponsor!

**10 days before deadline:**
ORSP finalizes Cayuse proposal record and initiates routing through the Cayuse system

**18 days before deadline:**
PI provides ORSP with a strong draft/nearly final proposal for a full review.

**25 days before deadline:**
ORSP and PI develop budget based on discussion and project specific goals

**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

**PROPOSAL DEADLINE!**

---

**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.

Rev. 7/24/2020