TIMELINE FOR EXTERNAL APPLICATIONS

At least eight weeks before the agency deadline:
Start as early as possible. Successful applicants often begin planning and drafting their proposals and budgets, and forming their research team, several months ahead of the agency deadline.

Three to five weeks before the agency deadline:
If required by your Faculty or School, submit the draft application to your chair and dean at this time. The Online Grant Application System should not be used at this stage of the process.

Eight weeks before the agency deadline:
Notify the Office of Research Services, your department chair and your dean to let them know you are applying for the grant. If you would like external editorial review, contact the Office of Research Services.

Two weeks before the agency deadline (mandatory institutional deadline):
Submit your completed grant application for institutional approval using the Online Grant Application System in PeopleSoft. For Tri-Agency grants, you must also submit your completed grant application through the appropriate Tri-Agency portal.

AGENCY DEADLINE

About approvals: Approvals are required to ensure workload, personnel, space, equipment, and support needs are addressed. During this phase of the process, your application may be returned to you for editing; if so you must re-submit your application. After your dean has approved the application, the Office of Research Services reviews the institutional requirements of the grant and, if applicable, obtains institutional approval. The application may not be submitted to the external granting agency without these approvals.

Note: In PeopleSoft, the proposal's status will be updated to "Accepted by ORS" when institutional approval has been received.