

# Pre-Award Flow Chart

## Proposal Submission Timeline

### Initial Steps (Timing Depends on Grant Opportunity)

- Identify funding opportunity.
- Review funding opportunity and sponsor.
- Prepare outline and/or draft of research plan.
- Coordinate with other participating colleagues and/or institutions.
- Plan ahead. Know what needs to be completed and when.

### 6-12 Weeks Prior to Deadline

- Follow up with colleagues at participating organizations/institutions/departments.
- Continue working on research plan

### 4-6 Weeks Prior to Deadline

- Create the draft budget and budget justification.
- Contact department admin and UND SMHS Grants Management. Inform them of upcoming funding opportunity.
- Draft any required forms
- Address regulatory requirements

### 3-4 Weeks Prior to Deadline

- Send draft of budget and budget justification to SMHS Grants Management team for initial review
- Route required forms (internal and external) for signature.
- If grant proposal needs to be submitted in an online application platform, begin preparing proposal in the required platform.

### 1-2 Week Prior to Deadline

- Finalize application draft in online application platform (if necessary)
- Contact UND SMHS Grants Management Team and inform them that the proposal is ready for review in Novelution
- If necessary, finish proposal packet in the required application platform. Ask UND Grants Management Team to review
- Finalize Novelution application draft.

### 1-2 Days Prior to Deadline

- You will receive an email from RSPD Office when your proposal has been approved in Novelution.
- Communicate with RSPD Office when application draft in submission platform is ready for review and submission.

This flow chart outlines the deadlines that should be met during the pre-award stage of a grant.