

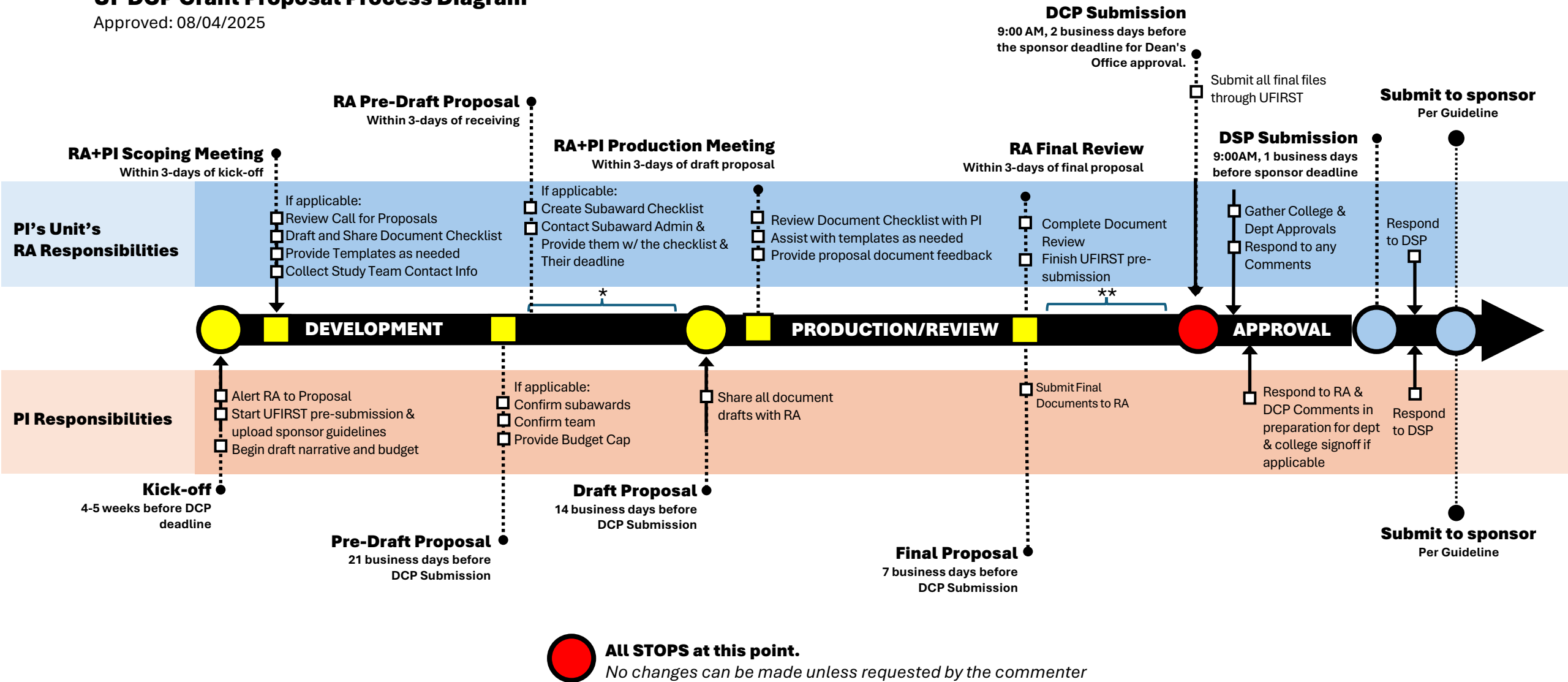
* Prior to Draft Proposal, PI is required to document, whether or not their Chair/Director will allow any required cost sharing in the proposal budget, when applicable.

** If working with an RA, PI may continue work on the grant aims, objectives, and narrative, but no changes to the budget and other required documents should be made during this time period.

***The assigned RA should be reviewing the proposal simultaneously with assisting the PI in preparing it, or while the PI is actively working on it and prior to DCP Submission.

UF DCP Grant Proposal Process Diagram

Approved: 08/04/2025



1. DCP Submission Deadline:
 - The DCP Submission Deadline is 2 business days before the Sponsor's deadline.
 - All listed deadlines are in reference to this DCP Submission Deadline, not the Sponsor's deadline.
2. Sharing Sponsor's Guidelines:
 - Share Sponsor's guidelines with your unit's Research Grant Administrator at least 4-5 weeks before the DCP Submission deadline.
 - Complete the UFIRST proposal smartform and provide the proposal number to your assigned RA.
 - RA reviews guidelines within 3 business days, creates a checklist, and sets up an initial planning meeting to discuss the timeline before the DCP Submission Deadline
3. Subaward Study Contact and Budget Information:
 - Provide subaward study contact information and budget cap to your Research Grant Administrator at least 21 business days before the DCP Submission Deadline.
 - RA contacts subaward within 3 business days, provides checklist and deadlines. Documents should be received prior to when the final documents are due to your RA.
4. Draft Proposal Submission:
 - Submit the draft proposal to your Research Administrator at least 14 business days prior to the DCP submission deadline.
 - Share draft documents via Teams or a shared drive vs. attaching them to UFIRST.
 - RA reviews draft documents within 3 business days, assists with forms, and provides feedback.
 - At any time prior to Draft proposal due date, RA can assist with entering a draft budget into UFIRST if needed.
 - If cost sharing is required, PI must obtain approval from department chair/director and provide documentation at least 14 business days prior to DCP submission deadline.
5. Final Documentation Submission:
 - Submit final budget and all documents to your RA at least 7 business days prior to the DCP Submission Deadline.
 - RA reviews all final documentation within 3 business days and provides feedback for any final adjustments.
 - RA and PI work together to finalize the proposal for submission by the DCP Submission Deadline.

- PI can continue to work on project aims, objectives, and narrative, but no changes to budget and other documents can be made during this time. Narrative must be finalized and completed to meet the DCP Submission Deadline.