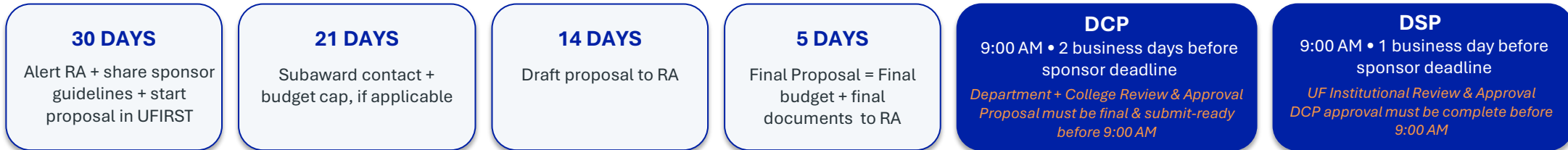


Contact your Research Administrator as soon as you are considering a proposal.

KEY PROPOSAL TIMELINE | *All days listed are business days*



COMPLETE EARLY

- PI Certification in UFIRST
- SFI/eDisclosure is complete and current
- Research Security Training is current through the sponsor deadline
- Complete any additional required certifications or training
- Review the DCP Review & Approval Workflow and obtain any required ad hoc approvals before UFIRST submission/routing

PLAN MULTI-INVESTIGATOR BUDGETS

- Create separate subproject budgets for Co-PIs/key investigators whenever possible
- Agree on scope, effort, budget and IDC distribution before submission
- Share each investigator's subproject budget
- Early planning supports recognition and simplifies award setup

USE THE RIGHT STUDENT APPOINTMENT

- Budget graduate research/assistant work using the applicable GA/RA structure
- Include applicable tuition and related GA costs
- OPS should be used for work appropriately classified as OPS—not as a substitute for a GA/RA

MISSED DEADLINE? Missing the DCP/DSP 9:00 AM deadline is a non-compliance issue, may require a formal petition/ad hoc approvals, and internal approval does not guarantee DSP acceptance.

VISUAL REMINDERS:

[DCP Deadline Calculator](#)[Proposal Process Diagram](#)[Review & Approval Workflow](#)[Level 1 & 2 Approvers](#)

Your RA = Primary Unit Admin Contact (PUAC) • Proposal & Financial Advisor • Compliance Resource • Strategic Partner