**Proposal Preparation Timeline**

Build your planning timeline based on an upcoming deadline date, or plan the amount of time you need from start to finish!

1. **Sign Up for eRS Training**, offered monthly as part of Research Administration 101 sessions through ORDS.

2. Allow time to develop your **Project Concept**. Consult with your ORDS & sponsor reps to find a **Successful Funding Fit**.

3. **Register** with your sponsor, if required. Let your **Department Support Staff** know about your proposal.

4. Seek department approval for **Cost Share/Match** (e.g. tuition waivers).

5. **Submit Early Deadline Documents** (e.g. Letter of Intent, White Paper, Pre-Application).

6. Start the planning process with any **Collaborators**.

7. Submit for review of any **Special Components** of your project. (IRB, IACUS, Export Control, COI)

8. Allow 2 weeks to **Complete Your Application**. Be sure to consult ORDS proposal checklists, if applicable. Build in an extra 2 weeks if you need to gather **Supplementary Documents** from others.

9. Allow 2 weeks for **Peer Review**.

10. **Submit Your Proposal to eRS**, 5 days before the proposal deadline. (Allow 10 days for multi-institutional proposals.)

11. Allow 5 days for **College/Departmental Review**.

12. **Proposal Deadline** date.