

OSRP Proposal Submission Timeline

>5 Days (>40 Business Hours)	5 Days (40 Business Hours)	4 Days (32 Business Hours)	3 Days (24 Business Hours)	2 Days (16 Business Hours)	Day of Deadline (8 Business Hours)
<ul style="list-style-type: none"> ➤ PI creates Cayuse SP Record for routing & certification ➤ PI submits budget and budget justification to OSRP (as per agency guidelines) for review and upload into Cayuse SP Record ➤ PI and Co-PIs route and certify (sign) Cayuse SP Record 	<ul style="list-style-type: none"> ➤ OSRP 5 Day Deadline ➤ Cayuse SP Record is routed to all <i>Approving Departments</i> (i.e. all applicable Chairs and Deans) ➤ Communicate status of <i>completing non-technical sections</i> with OSRP, including subrecipients. 	<ul style="list-style-type: none"> ➤ Communicate status of <i>completing technical sections</i> with OSRP ➤ Submit <i>technical sections</i> to OSRP for review ➤ Respond to OSRP proposal component revisions ➤ If applicable, all final subrecipient, or consultant documents are submitted to OSRP 	<ul style="list-style-type: none"> ➤ Communicate status of <i>finalizing technical sections</i> with OSRP ➤ Submit <i>proposal</i> to OSRP for <i>preliminary</i> review ➤ Respond to OSRP review & revision comments 	<ul style="list-style-type: none"> ➤ OSRP 2 Day Deadline ➤ Full proposal completed and submitted to OSRP for <i>final</i> review ➤ Cayuse SP Record approved by all <i>Approving Departments</i> (i.e. all applicable Chairs and Deans), routed and released to OSRP 	<p>AGENCY DEADLINE</p> <p>OSRP submits proposal to Agency by stated deadline but no later than 5:00 pm CST</p>
<p>Note: Coordinate Cayuse SP Record process with OSRP</p>				<p>Note: OSRP may reject a proposal for submission if the Cayuse SP Record has not been certified by all required approvers within the 2 Day Deadline</p>	
<p>Note: While proposal components will be accepted until the 2 Day Deadline, OSRP strongly encourages PIs, Co-PIs and all Approving Departments to follow the recommended process for a timely proposal submission</p>					