Proposal Kick-off Meeting Roadmap

- Discuss budget; project activities, project staffing, collaborators, special needs or services
- Domestic or International? Subawardees, contract services or consultants?
- Set responsibilities for PI, department research admin and revisit timeline along with activities

8 Weeks from Deadline
- Review sponsor guidelines
- Identification of sponsor requirements and proposal components
- Discuss project, staffing, and collaborators
- Establish timeline for submission
- Schedule future follow-up meetings

6 Weeks from Deadline
- Start application in Cayuse
- Request supporting documentation from collaborators
- Modify budgeting information as necessary
- Review application components for sponsor compliance

4 Weeks from Deadline
- Cayuse upload:
  - Completed documents
  - Budget info
- Review application

2 Weeks from Deadline
- Complete application
- Begin electronic routing through SPH
- Modify application per OVPR review
- 48 hours prior deadline, swap draft technical narrative to FINAL
- DEADLINE or before: Submission

1 Week from Deadline