Grant Application Timeline

5 Weeks
before deadline

4 Weeks
before deadline

3 Weeks
before deadline

2 Weeks
before deadline

1 Week
before deadline

5 Days
before deadline

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5 Weeks before deadline

Principal Investigator

- Submits Pre-grant Submisson Form
- Contacts Research Administration (RA) to confirm that submission should be through Office of Sponsored Programs
- Provides RA with subaward contact information
- Confirms with Department Chair:
  – FTE is available
  – Grant aligns with the missions of department

Research Administration

- Contacts Subawards to request:
  – Budget
  – Budget justification
  – Scope of work
  – Biosketches
  – Letter of intent signed by authorized official
  – Federal Rate Agreement
  – IRB Approval (if applicable)
- Creates folder in SAR-net

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4 Weeks before deadline

Principal Investigator

- Prepares initial budget

Research Administration

- Initiates application in agency portal

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3 Weeks before deadline

Principal Investigator

- Submits final Subaward Documents

Research Administration

- Receives completed Subaward documents

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2 Weeks before deadline

Principal Investigator

- Approves Subaward documents
- Prepares Financial Conflict of Interest Form

Research Administration

- Finalizes budget
- Prepares:
  – Proposal Summary Form
  – Federal/Non-federal budget template
- Begins to route documents for approval
- Receives final Subaward documents

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1 Week before deadline

Principal Investigator

- Uploads final documents in application portal
- Reviews, completes, and returns signed PSF to RA for approval
- Saves all FINAL PDFs in Proposal Development Folder on SAR-net

Research Administration

- Submits approved documents to Office of Sponsored Programs
- Enters information in application portal
- Reviews and uploads:
  – Biosketches
  – Facilities/Equipment docs
  – Other Support (if applicable)

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5 Days before deadline

Principal Investigator

- Reviews/completes application and sends to RA for review and submission

Research Administration

- Reviews and sends final application to Business Office for their review and submission.

For more information, visit:

bu.edu/research/funding-grants