

SBS PROPOSAL SUBMISSION PROCESS AND TIMELINE

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To enable effective support for timely grant, contract, and fellowship proposal submissions, SBS has established the following timeline for applicants to work with your PreAward Business Manager and SBSRI staff and to secure required institutional approvals. If staff are given less notice, there is no guarantee that the proposal will be submitted.

Institutional approvals are required for **all** proposals to support work performed in your capacity as a University of Arizona employee. This is true even if the funds may ultimately be awarded to you as an individual or to an affiliated entity such as the UA Foundation.

The process and timeline outlined below assumes a proposal to a sponsor who has published a call for proposals with formal guidelines (“solicitation”), and for which funds will be awarded to the University of Arizona. The following cases may require alternative or additional approval processes and timelines. Email SBSRI (sbsri@arizona.edu) and your [PreAward Business Manager](#) for guidance prior to applying for further guidance in the following cases.

- (1) **Letter of interest, concept note, or pre-proposal** (prior to full proposal). SBS pre-review of scope and potential costs and commitments is required prior to submission (even if Sponsored Projects Services review is not required).
- (2) **Prestigious Fellowships and Awards:** See the [SBS Prestigious Fellowships and Award Policy and Pre-Approval Form](#)
- (3) **Grants or gifts from philanthropic foundations and industry sponsors.** These may require special handling depending on requirements of the sponsor and the UA Foundation.

Required Timeline for Proposal Support (Minimum Days* Before Deadline)

Step		External Opportunities	Internal Opportunities
1.	PI notifies SBS business center and SBSRI of intent to submit.	20 business days	15 business days
2.	PI provides finalized materials for routing/ approval to SBS business center.	8 business days	3 business days
3a.	PI, unit(s), and college(s) have approved the UAccess Research (UAR) proposal and it is pending with SPS.	3 business days	N/A
3b.	(If relevant) PI releases finalized electronic submission package to SPS.	3 business days	N/A

Definitions

- **Business day timeline:** The sponsor deadline is day zero. Materials are due for each step *full* business days in advance, i.e. by 8am on the indicated day.
- **PI = Principal Investigator** (sometimes called Project Director or Lead Researcher).

- SPS = Sponsored Projects Services.
- *External opportunities*: Grants, contracts, and fellowships from sponsors outside UA.
- *Internal opportunities*: Grant or fellowship opportunities from UA entities that require a budget or institutional approval, e.g. by a business officer, unit head/director, or dean.
(Note: SBSRI notification is not required for departmental competitions or most graduate student awards, e.g. from GPSC).

Notes

* These are **minimum** timelines needed for timely proposal support. **More notice is always preferred**: initiate support requests at least 2 months in advance when possible. Extra time may be required for complex proposals, e.g. those involving institutional commitments or letters, multiple institutions with subawards, international sponsors, or contract terms and conditions.

This timeline applies to SBS PIs. SBS collaborators on proposals led by other colleges should notify the business center and SBSRI as early as possible so that we can align processes.

SBSRI provides additional proposal development services upon request, such as proposal strategy consultations and content review; please see the SBSRI website for further information.

Guidance on Steps for External Proposal Submission

Note: Process will be simplified for internal proposals, depending on requirements.

Step 1. PI notifies business center and SBSRI of intent to submit.

(Minimum 20 business days notice)

The PI should email both their Business Center (see [contact list](#)) and SBSRI (sbsri@arizona.edu) about their intent to submit a proposal. The message should include at a minimum:

- The sponsor deadline.
- Solicitation materials (link or attachment). This may be referred to as call or request for proposals (CFP/RFP); notice of opportunity (NOO), etc.
- If known: The identities and roles of project collaborators (e.g. co-I's, key personnel).

Within 5 business days of notification:

- Business center staff will follow up with the PI to schedule time to work together to develop the budget and UAR materials.
- SBSRI staff will review the solicitation to identify additional nonbudgetary requirements (e.g. limited submission, letters, nonfinancial terms) and will follow up with PI and business center to provide guidance or confirm there are no additional requirements.

Step 2. PI provides final UAR materials to business center.

(Minimum 8 business days notice)

The researcher must provide the business center with the following information *in final form* for required routing in UAccess Research (UAR), the university's internal approval system.

- Project title

- Project start and end dates
- Project abstract/summary
- Budget and budget justification
- Final documents for any subawards
- PI/Co-I distribution of credit and F&A
- Any other documents requiring organizational review or signature.

Within 3 business days of receipt of finalized routing materials:

- Business center will generate the UAR and initiate electronic routing for review and approval by PI, unit, and college approver(s).
- Business center and PI will track UAR progress and address any needed revisions.

Step 3. UAR and (if relevant) electronic submission is with SPS.

(Minimum 3 business days notice; see also [Sponsored Projects Services 3-Day Deadline](#))

- The UAR must be pending Sponsored Project Review. This means the UAR has been *routed and approved* through all prior levels: PIs/co-Is, units/departments, and colleges.
- (If relevant) Electronic proposal submission packages (grants.gov, research.gov, etc.) must be released in final form to sponsored projects.