TIMELINE FOR PROPOSAL SUBMISSIONS

When preparing a proposal for submission the earlier you can notify the department and college the better. The following timeline is based on the minimum amount of time needed to get a proposal through the system for the best review. Anything less and you take the risk of errors not being caught due to a minimal review.

15 days before due date –
- Submit a Platinum Sheet to the College of Engineering

10 business days before due date –
- Send documents to the Grant Coordinator for review:
    - Program Guidelines
    - Budget
    - Budget justification

7 business days before due date –
- Submit the GoldSheet for routing
- or For help with the GoldSheet complete a GoldSheet Initiation Request form and send it the Grant Coordinator along with the following required attachments:
    - Final Budget
    - Final Budget Justification
    - Narrative (draft)
    - Program Guidelines (solicitation)
    - Transmittal Letter (if ISU is a subaward on the proposal)

5 business days before due date –
- GoldSheet needs to arrive in OSPA's queue for review
- FastLane or Cayuse
    - Download Opportunity in sponsor's submission system
    - Enter Budget and Budget Justification in the sponsor's submission system
    - Allow OSPA access to the proposal in the sponsor's submission system

4 business day before due date –
- Upload required documents into the sponsor's submission system
- Check the proposal package for errors

Due Date –
- Review Guidelines for requirements and restrictions
- Review full proposal package and check for errors
- Email ospa-proposals@iastate.edu (with Cc to the Grant Coordinator) letting them know you are ready to submit
- Sit back, relax and enjoy a job well done!

NOTE:

> **Add 5 business days to the timeline above for proposals with cost share commitments so approval can be obtained from all departmental chairs involved. And for proposals with multiple subcontracts.**

> **Add 10 business days to the timeline for any proposals with a total budget of $2M or more.**