

WSCOE PreAward Proposal Submission Timelines

<i>Business Days Before Sponsor Deadline</i>	<i>Proposal Notification</i>	<i>Budget Outline</i>	<i>Subaward Documents</i>	<i>Final Budget Elements for OSP Review</i>	<i>Ancillary Documents</i>	<i>Science Documents</i>
Standard Proposal Single/multi- <i>CSU</i> PIs	15	14	n/a	7	6	4
Complex Proposal Examples follow:	25	20	15	10	9	5

What is a Complex Proposal?

Complex proposals require additional time and collaboration due to unique requirements, such as:

- First-time submission to a specific sponsor.
- Subawards or multi-institution consortia.
- International collaborations.
- Cost share arrangements (e.g., third-party, multi-source, atypical, or undetermined).
- PI inaccessibility or delays in response during proposal development.

Key Terms

- **Business Day:** Equals 8 business hours.
- **Proposal Notification:** Form to inform PreAward of your intent to submit a proposal.
- **Budget Outline:** Initial budget details for development.
- **Subaward Documents:** Includes subrecipient commitment form, detailed budget, justification, Statement of Work (SOW) for outgoing subawards.
- **Final Budget Elements for OSP Review:** Includes finalized budget, justification, and SOW.
- **Ancillary Documents:** Sponsor required materials (e.g., Biographical sketches, Facilities).
- **Science Documents:** Includes Project Summary, Description/Strategy, and References.

OSP Submission Requirements as of 4/1/2026

The Office of Sponsored Programs (OSP) prioritizes proposals that meet the following timelines:

- **Budget reviews:** Must be requested at least **5 business days** before the sponsor deadline.
- **Final submission:** Proposals must be ready for submission at least **2 business days** before the sponsor deadline.

Note: WSCOE PreAward timeline aligns with OSP submission requirements. Early *Proposal Notification* is strongly encouraged to reserve development space and prevent scheduling conflicts. Please contact WSCOE PreAward with any questions or concerns about your timeline.

If Timelines Cannot Be Met

While WSCOE PreAward will make every effort to assist, submission cannot be guaranteed. Late or rushed requests may result in:

- Justification required to the Department Head and/or Research Associate Dean.
- Limited pre-submission review time, which may result in OSP withdrawing proposals or declining awards if critical issues cannot be identified.

Benefits of Early Engagement

- Facilitates collaborative planning and efficient resource management.
- Supports high-quality submissions that meet OSP requirements.
- Minimizes risks associated with late or rushed requests.