

**CEHS Proposal Submission Timeline: [PI Name, Funder, Title]**

<b>What</b>	Inform Chair, Dean and Grants Coordinator of Submission	→ Create Proposal in Cayuse	→ Create Approval Chain, Routing Form	→ Create Checklist	→ Create Routing Documents: narrative, budget, justification	→
<b>Who</b>	PI	Grants Coordinator or PI	Grants Coordinator	Grants Coordinator	Grants Coordinator and PI	
<b>When</b>	Decision is made to submit	Decision is made to submit			6 full business days before deadline	
<b>Note</b>		<i>Start sub-award process, consultant agreements</i>	<i>Includes co-investigators, all chairs, and deans</i>		<i>Finalize sub-award documents, consultant agreements</i>	
<b>Date</b>						

<b>What</b>	Load Routing Documents into Cayuse	→ Begin Routing Process	→ Routing Approval	→ Final Documents in ORSP Share Drive	→ Final Documents Loaded/Printed	→
<b>Who</b>	Grants Coordinator	PI	Grants Coordinator, Co-Investigators, Chairs, Deans	Grants Coordinator	PI and Grants Coordinator	
<b>When</b>		5 full business days before deadline		3 full business days before deadline		
<b>Note</b>		<i>PI finalizes all required documents, CV, sub-awards, consulting agreements</i>	<i>Includes co-investigators, all chairs, and deans</i>	<i>If sub-awards: 7 full business days If international: 10 full business days</i>	<i>Includes sub-award documents, consultant agreements</i>	
<b>Date</b>						

<b>What</b>	ORSP Final Review	→ Revisions	→ Submit to Funder
<b>Who</b>	ORSP	Grants Coordinator and PI	ORSP
<b>When</b>			Sponsor Deadline Date
<b>Note</b>			
<b>Date</b>			MM/DD/YYYY