ROUTING YOUR PROPOSAL – WHAT IS "READY TO SUBMIT"?

When do I route my proposal?
7-day Deadline: Proposals must be *at OSP* with draft science and final business portions 7 business days prior to sponsor deadline. Route your proposal to allow enough time for the eGC1 to go through departmental and School review. **OSP will NOT review** if the business portions are incomplete.

3-day Deadline: Proposals must be marked ready to submit 3 business days before the sponsor deadline.

For example: If your proposal is due on the 16th, then it must be in OSP by the 7th for initial review. It must be marked ready to submit by 5pm on the 13th.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

What are the 'business portions'?
- Completed SF424 forms *(if applicable)*
- Budget
- Budget Justification
- Biosketches
- Consultant Letters (must be signed!)
- Subcontract documents (must be signed!)
- Abstract
- Compliance assurances *(if applicable, e.g. IRB approval, etc)*

What are acceptable reasons for requesting a deadline waiver?
- Official UW Closure (inclement weather, etc)
- Serious injury or illness of PI or Co-PI
- Death of key personnel
- Funding opportunity opened less than 2 weeks before the deadline (must be documented)

When will my application be reviewed by OSP?
First come, first serve. OSP reviews in the order received – remember that the "OSP Received Date" changes every time you withdraw your proposal to make changes which puts you at the back of the line.

How can I make changes to the science if we're discouraged from withdrawing the proposal?
Make changes to the science portions locally – OSP can review your proposal with a draft of the science. They do not need to be apprised of updates to the science sections.

How do I know if my proposal is Ready to Submit (RTS)?
If all attachments to the proposal are final and complete – both science and business portions – then the proposal is ready to submit. If the science is still a draft, then it is not ready to submit.

What if I notice a problem after we tell OSP that it's ready to submit?
- Call your OSP Reviewer, ask them to return the eGC1 and tell them why.
- If before the GIM 19 deadline, OSP can return the eGC1 (if proposal not yet submitted*).
- If after the GIM 19 deadline, you may need a waiver (see below).

What are acceptable reasons for asking OSP for a waiver to resubmit my proposal?
- System-generated errors – ie. application was not received
- Compilation errors in ERA Commons