

## TIME TABLE FOR PROPOSAL PREPARATION

All proposals submitted by Touro University Nevada for external support of research, public service, and training must be approved by the Office of Sponsored Programs (OSP) **prior to signature** by Touro's authorized institutional official **and prior to** submission to sponsors. OSP has been given this charge by the Provost in order to ensure conformance with both the policies of Touro University and the requirements of the sponsoring agency.

Preparing a proposal is a multi-step process that involves people working in various offices and departments on campus. The most basic rule to keep in mind is to contact OSP **as early in the process** as possible, and as often as necessary during the various stages of preparation and review. Doing so accomplishes several things:

- It allows the Grants Manager to plan her workflow efficiently thus providing you with support;
- It provides you with the maximum amount of time for seeking feedback on proposal drafts, budget items, and policy questions;
- You have more time to write and revise the proposal; and
- The responsible university officials have plenty of time to review the proposal prior to submission.

The following table shows the minimum amount of time needed for adequate proposal preparation and review for each stage of the process. Please bear in mind that these are **minimum** deadlines: more time is almost always better.

Request/Action	Due Prior to Sponsor Deadline
Notify OSP of a pending proposal submission. Submit the Intent to Submit Form and provide a link to the proposal announcement. Then schedule a meeting with the Grants Manager, OSP	At least 4 weeks (30 days)
Meet with the Dean, and Director of OSP to discuss the scale of the project: any possible issues in regards to class release, effort, any additional space, equipment, or financial commitments that will be required as part of the proposal, and the project budget or outside institutional agreements that may need the Dean's involvement. With respect to preparing the budget, the PI should work with the	At least 3 weeks (21 business days)

Grants Manager, OSP, taking into account sponsor guidance and relevant TUC policies (including, for example, indirect costs).	
Meet with the Grants Manager, OSP to assist with budgets and other key administrative components of the proposal	At least 3 weeks (21 business days)
Initiate Subcontract proposal packet components with Institutional signatures and PHS required COI certification (if applicable)	At least 3 weeks (21 business days)
Cost Sharing Requests*	2-3 weeks (10-15 business days)
Course Buy-Outs*, Class release time, project effort –should all be discussed with your Dean	2-3 weeks (10-15 business days)
OSP submits Pre-Approval Package to PI to initiate institutional review/signature routing which must include the Abstract, budget and budget justification	at least 1 week (7 business days)
Institutional review complete	3 days prior to the sponsor deadline (this ensures adequate time to coordinate mailings, electronic submissions, trips to the post office, etc).
<p>Final proposal is ready for submission:</p> <ul style="list-style-type: none"> <li>• If the sponsor requires institutional submission, OSP will submit the proposal</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• If the sponsor requires PI submission, the PI will submit the proposal, but only after obtaining OSP approval and TUC institutional signoff.</li> </ul>	1-3 days prior to the sponsor deadline
*Please note: These requests should be discussed and approved well before the institutional review process begins as they impact the proposal budgeting process.	