## **Timelines for Submitting Proposals**

## Timeline for Submitting Proposals by Mail

Activity	Minimum Business Days in Advance of Deadline									
	ASAP	21	10	9	8	7	6	5		
Contact OSPR to	Х									
notify of intent to										
apply, send copy or										
link to proposal										
guidelines to OSPR										
and Contract and										
Grants, and schedule										
Submission										
Appointment										
Download Proposal	х									
Review Form to										
determine flow and										
permissions										
Budget Review for			х							
Complex Budgets										
Required Review for				х						
Simple Budgets										
Final Edits to	х	Х	х	х	х	х	х			
Narrative and										
Attachments										
Permitted										
Submission							х			
Appointment										
Submit Routing Form								x		
with Necessary										
signatures										
Submit copy of final								х		
version of full										
proposal										

## Timeline for Submitting Proposals Electronically

Activity	Minimum <b>Business</b> Days in Advance of Deadline									
,	ASAP	21	10	9	8	7	6	5		
Contact OSPR to	х									
notify of intent to										
apply, send copy or										
link to proposal										
guidelines to OSPR										
and Contract and										
Grants, and schedule										
Submission										
Appointment										
Download Proposal	х									
Review Form to										
determine flow and										
permissions										
Become familiar with		х								
electronic submission										
procedures (i.e.,										
determine any										
necessary registration										
and verify login										
information)										
Budget Review for			х							
Complex Budgets										
Required Review for				х						
Simple Budgets										
Final Edits to	х	х	х	х	х	х	х			
Narrative and										
Attachments										
Permitted										
Submission							х			
Appointment										
Submit Routing Form								х		
with Necessary										
Signatures										
Submit copy of final								х		
version of full										
proposal										