# ISSR EXTERNAL GRANT PROPOSAL PREPARATION
# Timeline for Success

Every grant is different, so contact ISSR Grant Support early to hit your proposal development milestones.

| Milestone | Deadline (business days, excluding weekends, holidays, or campus closure days) |
|---|---|
| Initial Contact with link to call for proposal, list of personnel, preliminary budget | 6-8 weeks prior to sponsor deadline |
| Budget + Justification Draft | 1 month before sponsor deadline |
| Subcontractor Forms, Budget and Justification | 9:00 a.m. 15 days before sponsor deadline |
| Final Budget + Justification; Compliance + Sponsor Specific Docs; Draft Proposal | 9:00 a.m. 12 days before sponsor deadline |
| Initiate Kuali Routing | 9:00 a.m. 7 days before sponsor deadline |
| Proposal intake by OPAS | 9:00 a.m. 5 days before sponsor deadline |
| Final Narrative, Summary & References | 2:00 p.m. 2 days before sponsor deadline |
| Sponsor | 5:00 p.m. (unless otherwise noted) |

# JUST A FEW REASONS TO WORK WITH US: ISSR CAN...

- assist with your budget and budget justification development, incorporating the correct charges and rates.

- create and complete the proposal record in Kuali and other portals.

- help compile and prepare the forms required for your application.

- work with your co-PIs, subcontractors, and collaborators to gather their forms and information for the proposal.

- provide you with proposal development resources and guidance, and connect you with others who can share expertise.

- help navigate university policies and procedures.

- review the sponsor guidelines, your budget, and related documents for compliance with sponsor and campus requirements to provide a pre-OPAS proposal review (critical analysis of the administrative components of a proposal prior to submitting to OPAS).

- assemble the package of Just-in-Time modifications and address pre-award rebudgeting requests made by the sponsor.

# NEED SOME MORE? HOW ABOUT...

- The ISSR grant support team is aware of the latest updates from major federal sponsors and the campus implementation strategies, such as the NIH Data Management & Sharing Requirement, the UMass Procedure to Meet NSF Safe and Inclusive Working Environments for Off-Campus or Off-Site Research Requirements, the use of SciENcv for Biosketches and Current & Pending Support, etc.

- Preparing proposals through ISSR will facilitate the award setup once you receive funding; we can work with you and your department's administrative staff to develop a post-award plan and a clear division of labor for post-award tasks, including award setup, pre-establishment of grant accounts, and subcontract setup, and working on your proposal will better enable us to address post-award budget questions.

- Preparing proposals through ISSR will make it possible for your award to be processed according to the standard timeline, rather than following an undetermined timeline in instances in which the appropriate proposal process is bypassed.

- Preparing proposals through ISSR will make it easier for us to assist with any subsequent resubmissions.

- Preparing proposals through ISSR will provide your Department Chair and the Dean's Office an opportunity to review and approve your proposal.

- Preparing proposals through ISSR is the best way to demonstrate your research funding productivity.

# DON'T GO IT ALONE - WE'RE HERE FOR YOU!

UMassAmherst | Institute for Social Science Research