

Pre-Award Timeline
Educational Research Bureau

Principle Investigator: _____

Program Name: _____

Funding Agency: _____

CFDA, RFA, or PA#: _____

Please contact the Educational Research Bureau at beginning of proposal development.

> Complete final draft for review (15 business days before transmittal deadline)		Date final draft submitted to E.R.B.	
> Other departments agree to support, if required (12 business days before transmittal deadline)		Date other depts provide supporting agreement	
> Department chair gets final budget for review (12 business days before transmittal deadline)		Date E.R.B. received draft budget/information	
> ERB gets complete budget and budget narrative with proposal or draft of proposal (10 business days before transmittal deadline)		Date E.R.B. received complete application package	
> Letters of support due from consultants, subcontractors, and participating organizations (10 business days before transmittal deadline)		Date E.R.B. received letters of support	
> Complete application package sent to O.R.A.A. (5 business days before transmittal deadline)		Date application package sent to O.R.A.A.	
Transmittal deadline		Date transmitted	

Institutional Review Board for the Protection of Human Subjects Application Form

> IRB application sent to Office of Research and Awards Administration (within 30 business days of transmittal deadline)		Date IRB application sent to O.R.A.A.	
Please submit IRB information with the complete application package			
> <i>One-page lay summary</i>		Date received by ERB	
> <i>Methods section from proposal</i>		Date received by ERB	
> Interview or survey instruments		Date received by ERB	
> Consent form(s) – control and intervention		Date received by ERB	

If the deadlines listed above are not met, the Educational Research Bureau does not guarantee that the grant proposal will be submitted to the Office of Research and Sponsored Programs. Please submit the assigned proposal materials to the ERB as soon as possible to avoid delays.