Proposal Approval Process

The College of Arts & Sciences is a diverse organization, with over 50 unique and separate departments/units. The diversity of research in these units is wide and far-reaching. Each day, we process not only proposals from PIs in our college, but from other schools and colleges as well (when an A&S faculty member is involved). This is why we request a 48-hour window to process your proposal. Proposals which meet this timeline are **guaranteed** review by the Dean’s approvers. For last-minute proposals, we will process those received by 12:00 noon, three days prior to sponsor deadline, **but cannot guarantee approval** for proposals received later.

Click here for Proposal Preparation Timeline [1]
Some tips for success in routing your proposal through the approval process

- Give yourself plenty of time – proposals usually take longer than anticipated
- Carefully read the solicitation’s (RFP, RFA) instructions
- Make a timeline of what needs to be done by whom and when, and follow it
- Make your business documents a priority, so that you can get the proposal routing underway as soon as possible
- Plan on having the proposal to the Dean’s office 9 working days prior to sponsor’s deadline
- Plan on having all final documents to OSP well before the 3-day deadline
- Provide comments for anything out of the ordinary on the eGC-1
- Plot approval deadline points on a calendar or timeline [Click here for calendar example]

Source URL: https://admin.artsci.washington.edu/research-approval-process

Links:
[1] https://admin.artsci.washington.edu/sites/adming/files/timeline_example_1.docx