1. FIND FUNDING
- Match your project & funding opportunity as closely as possible
- Find some opportunities here: tinyurl.com/uwfunding
- Meet all eligibility criteria
- Best practice: Begin the process at least 30 business days prior to Sponsor Deadline

2. BUILD YOUR TEAM
- Notify your department Administrator who can help answer questions and provide budget numbers and rates
- For Corporate and Foundation Applications, contact the Corporate and Foundation Relations team: https://tinyurl.com/CASCER

3. PREPARE PROPOSAL
- Gain access to sponsor system (ie, Grants.gov, etc.)
- Draft your SOW (Scope of Work) / Research Plan*
- Create an eGC1 in SAGE https://tinyurl.com/UWSAGE
- Build a budget in SAGE Budget
- Write budget justification

4. ROUTE DRAFT PROPOSAL
- Attach final business documents and draft SOW to eGC1**
- Complete SFI (Significant Financial Interest) Disclosure
- Route for UW approvals

5. ROUTE FINAL PROPOSAL
- When your proposal documents are finalized, upload them to the eGC1 and route it back to OSP (Office of Sponsored Programs) before the OSP 3 day deadline

6. PROPOSAL SUBMITTED
- OSP is the Authorized Official for UW and must approve your application before it is submitted to the sponsor

Milestone Calendar
Count back from the sponsor deadline to create a milestone calendar
https://tinyurl.com/UWGIM19

<table>
<thead>
<tr>
<th>9-10 BUSINESS DAYS PRIOR:</th>
<th>Route SAGE eGC1</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 BUSINESS DAYS PRIOR:</td>
<td>Final Business Docs/Draft Proposal due to OSP</td>
</tr>
<tr>
<td>3 BUSINESS DAYS PRIOR:</td>
<td>Final Proposal due to OSP by 5pm</td>
</tr>
</tbody>
</table>

DAY 0: SPONSOR DEADLINE

More Resources:
New researchers - start here!
https://tinyurl.com/newresearcher

Required training for new PI’s
https://tinyurl.com/trainingformPIs

Office of Research policies (GIMS)
https://tinyurl.com/UWGIMS

Guidance specific to CAS
https://tinyurl.com/casgrants

UW Office of Sponsored Programs
https://tinyurl.com/uwosp

Research project lifecycle
https://tinyurl.com/researchlifecycle

* Pay close attention to the instructions in the RFP. Proposals can be automatically rejected for minor technicalities
** More information about business documents can be found in Gim19 (link above)