

SUBMITTING PROPOSALS

Successfully take your idea from conception to funding

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/CASCFER>

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>

9-10 BUSINESS

DAYS PRIOR:

Route SAGE eGC1

7 BUSINESS

DAYS PRIOR:

Final Business
Docs/Draft Proposal
due to OSP

3 BUSINESS

DAYS PRIOR:

Final Proposal due
to OSP
by 5pm

DAY 0:

SPONSOR DEADLINE

More Resources:

New researchers - start here!

<https://tinyurl.com/newresearcher>

Required training for new PI's

<https://tinyurl.com/trainingforPIs>

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)