

Suggested Timetable for Preparing and Submitting a Proposal

Days to Deadline	Tasks
30-90 days	<ul style="list-style-type: none"> Review Program Announcement, guidelines, and other material Prepare outline or draft of Program or Research Plan Organize outside collaborations and make arrangements for non-TCNJ funding Discuss personnel commitments and matching requirements with Chair, Dean, and OAGSR
25-30 days	<ul style="list-style-type: none"> Submit Early Notification to OAGSR Discuss general budget development with OAGSR
20-25 days	<ul style="list-style-type: none"> Prepare preliminary budget for Year 1 on ERSPA and submit to OAGSR for preliminary approval Share proposal draft with colleagues and make revisions
15-20 days	<ul style="list-style-type: none"> After preliminary approval is received from OAGSR, revise Year 1 budget and prepare and submit subsequent budget years on ERSPA Prepare budget justification Submit proposal draft and budget justification to OAGSR for compliance check and comments
5-15 days	<ul style="list-style-type: none"> Incorporate OAGSR comments and revisions into final version of the proposal Generate Routing Form and route proposal to Chair, Dean and OAGSR for approvals If received within this time frame, OAGSR will arrange for copying and physical submission of proposal
2-5 days	<ul style="list-style-type: none"> OAGSR does final review and arranges for delivery of proposal to sponsor If this is an electronic submission, allow an extra day

It is always fine to work ahead of these deadlines!

Call OAGSR (extension 3255) at any time with questions or concerns.