<table>
<thead>
<tr>
<th>TIME PRIOR TO DEADLINE</th>
<th>30-90 days</th>
<th>-7</th>
<th>-6</th>
<th>-5</th>
<th>-4</th>
<th>-3</th>
<th>-2</th>
<th>-1</th>
<th>DEADLINE</th>
</tr>
</thead>
</table>
| **PI/DEPT** Informs OSP of intent to submit. 
See "Planning for Proposal Submissions". | | | | | | | | | |
| **PI/DEPT** prepares application. 
Submits Proposal Review Materials to OSP. | | | | | | | | | |
| **WITHIN 5 BUSINESS DAYS:** 
OSP reviews the proposal materials. 
PI/DEPT makes suggested changes. | | | | | | | | | |
| **WITHIN 5 BUSINESS DAYS:** 
PI/ALL KEY PERSONNEL address the 
Conflict of Interest requirements in the online system. | | | | | | | | | |
| PI/DEPT submits final package to OSP by 9:00am. | | | | | | | | | |
| OSP submits to sponsor. | | | | | | | | | |
| Within 48 hours 
GRANTS.GOV VALIDATION 
Opportunity for PI/DEPT to correct ERRORS. | | | | | | | | | |