Timeline

1. Identification of funding opportunities. Sign up for automatic funding alerts from either [Pivot-RP](#) or [Grants.gov](#), peruse the web site of potential sponsors, and/or contact the [Pre-Award Grant manager](#) to assist you with your funding search.

2. Proposal Initiation: (time '0'). Identify the Pre-Award Grant manager as soon as a proposal submission is planned. The Pre-Award manager is available to assist you in preparing your proposal, including:

- Dissecting the solicitation, including an outline of critical content for proposal content based on stated review criteria,

- Provide a checklist of required documents for submission and timeline,

- Provide a proposal template tailored to the solicitation (upon request).

- For Large Proposals (>=$500,000). The PI may discuss with the pre- award manager extra "red team" review, proposal writing/editing, and/or project management services available. These services are provided to enhance success rate of large awards and aid the PI in project management of these complex proposals.

Please note that if the proposal is initiated less than one week prior to the due date, the pre-award manager will provide only a checklist of required documents for submission and timeline.

3. At proposal initiation, begin discussing with the campus staff below the necessary certifications and approvals you will need.

- Equipment Proposals (for equipment purchased >$50,000): Schedule an appointment with the Director of Facilities to identify space, electrical and utility needs, and identify any necessary laboratory renovations. The of Director of Facilities must approve the PCF for these proposals, and the Assistant Vice Chancellor, Office of Sponsored Programs will ensure this approval is obtained on the PCF prior to submission. The PI assumes all financial responsibility for laboratory renovations when this approval is not obtained in advance.

- IRB approval (for projects involving human subjects research or use of surveys): Montana Tech is included in the IRB of the University of Montana and has a representative on that committee. Contact the IRB contact on campus before proposal submission. Allow at least one month (possibly more in summer) for IRB approval.

- Representations and Certifications: Some federal sponsors may require

applicants to provide assurances, or sign certifications of compliance with a variety of federal requirements, whether or not they may be applicable to the proposed project. Examples include regulations regarding civil rights, lobbying, drug-free workplace, debarment and suspension, procurement integrity, and others. Work with the Pre- Award manager to complete the forms and obtain the authorized signature.

4. 10 days before submission (recommended). Budget: As you begin to develop your proposal, make an appointment with the Assistant Vice Chancellor of OSP for assistance in budget development.

- If cost share (contributed effort or matching funds) is required, work with the Assistant Vice Chancellor of OSP to document the source of cost share. Any cost share needs to be disclosed on the PCF, with a record of written approval by the party providing cost share. The Assistant Vice Chancellor of OSP will require and maintain documentation of the cost share commitment. Any undocumented cost share is the responsibility of the PI and will be deducted from the PIs IDC account, if the proposal is awarded.

- Begin conversations with the Department Head and Dean if academic year salary will be included in the budget of the proposal. Proposals submitted without Department Head and/or Dean approval of academic year salary will be ineligible for buyout, and the budget will be renegotiated if awarded.

5. 7 days before submission (strongly recommended). [Begin routing the Proposal Certification Form (PCF)](), with a near-complete draft of the proposal text and "almost final" budget that clearly denotes necessary cost share. To facilitate routing, the PI should save the form as an e-fillable PDF to enable **electronic routing.**

- The PI certifies reading and understanding the Montana Tech Policy on Conflict of Interest, Responsible Conduct of Research, and Federal Export Control. The Research Compliance Manager checks to see the training of PIs and coPIs is up to date

- Department Heads and Deans verify the commitment of faculty time, personnel, space, facilities, and/or equipment. (For proposals involving more than one department, all affected department heads and deans must review and approve the proposal.)

- If academic year salary (a.k.a. faculty release time) is requested, approval of the Department Head(s) and Dean(s) are required.

- Applicable parties verify cost-share obligations.

- If a new faculty position (temporary or tenure-track) is included, approval of the Provost and Vice Chancellor for Academic Affairs (VCAA) is required.

- The Director of the Montana Bureau of Mines and Geology (MBMG) must approve proposals originating from MBMG staff.

- Center Directors approve proposals originating from their administrative unit.

- If the research involves Human Subjects IRB approval must be obtained.

- If the project will require laboratory renovations, the Director of Facilities must approve.

- If the research involves a unique hazard or will create non-standard hazardous waste the Director of Safety must approve.

6. 7 days prior to submission (optional). Editorial Services and 'Red-Team' Review: Montana Tech's Pre-Award Manager is here to assist faculty with meeting the requirements of the sponsor, and presenting the best case for funding. When sufficient time is allowed (at least 7 days), the Pre-Award manager and/or the VCR will review the proposal's narrative and abstract, and provide substantive feedback (e.g., does the narrative address the review criteria outlined in the solicitation; is the proposal responsive).

7. 3-7 days prior to submission. The Pre-Award manager will review all necessary supplementary documents with the PI to ensure these are ready for submission.

8. One day prior to submission (required). The final proposal text, budget, and completed PCF must be submitted **no later than 8 hours** before the close of business on the date of submission. When this deadline is not adhered to, the PI assumes all responsibility for uploading the proposal, format check, and cost match. Cost match may be renegotiated at the time of award. Submission of the final proposal by the AOR is still required.

- In rare cases, when all signatures for the PCF may not be obtained 8 hours prior to submission, the VCR may sign on behalf of the Dean and Department Head. In so doing, the VCR commits the RO to all financial responsibility and cost share associated with the proposal, except those situations which are denoted the responsibility of the PI above.

9. Day of Submission: The PI or coPI approves the final submission, and the AOR submits the proposal. The PI or CoPI should leave contact information with the Pre-Award manager for any questions or concerns that arise on the day of submission. The VCR is the Official/Authorized Organizational Representative (AOR) and is the only designated person who can commit Montana Tech to Grants and Contracts. The AOR or his/her designee must submit the final proposal.