

PHHP Proposal Submission Process

The PHHP Research Core, to best assist faculty, requests that you send to your research administrator **all proposal documents and a final budget no later than 5 business days prior to the sponsor submission date. These documents need to be submission ready, without further planned edits or changes.**

Why are we requesting a minimum of 5 business days for the proposal review session?

- Day 1: Input and Review of the budget and Documents.
- Day 2: Required revisions and updates to meet the college policies.
- Day 3: Routing for department and college review and approval.
- Day 4: Due to the UF Division of Sponsored Programs at 9 AM.
- Day 5: Submitted to the Sponsor.

While every grant may not follow that pattern, the additional time makes sure that we can address any issues that arise through the review process. It also gives the reviewers time to consider the proposal and move forward.

Please note that it is strongly advised that you submit your proposal well before the submission date of the sponsor. Waiting until the last minute risks missing the deadline due to, for example, technical issues with website submissions.

As you may notice, this does not address a large part of the proposal process - the creation and drafting of the proposal itself. We understand that there may be a lot of back and forth on a proposal to ensure the budget and the science accurately reflect and support each other. Best practices under this policy would mean that you will need to work with your research administrator well in advance of the 5-day deadline to draft the budget, budget justification, subcontract coordination, and cost share review in order to make sure the final documents are accurate and appropriate to UF policy. A model timeline for proposal creation is drafted below which will allow ample time to ensure that all the materials can be obtained, reviewed, and submitted in a timely manner.

(Note that multi-subcontract grants or complex contracts often need a longer timeframe than illustrated outlined in this table.)

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| <p>No later than 2 Months in Advance:</p> | <p>Complete the Proposal Submission Form or email your RA about the proposal deadline.</p> <ul style="list-style-type: none"> • At this point, your research administrator can work with you to set the basic budget draft. • Working on the budget in tandem with writing the proposal allows you to identify moments where the scope of work may be too small or too large given the resources available to complete the work. |
| <p>No later than 1 Month in Advance:</p> | <p>Identify and communicate with all subcontract and consortium members.</p> <ul style="list-style-type: none"> • Provide the grants core with the appropriate contacts for each center so that the grants core can communicate <ul style="list-style-type: none"> ○ Required documents from the subcontract for submission of the proposal ○ Budget drafts and revisions ○ Appropriate deadlines required for submission (including the subcontract's required internal review deadlines). |
| <p>No later than 3 Weeks in Advance:</p> | <p>Identify any cost share requirements and who will be providing the cost share.</p> <ul style="list-style-type: none"> • This may require that the budget is settled at this point before the project can move forward. • Each cost share commitment will require a signed letter from the appropriate individual (VP, Dean, Chair, Center Director, etc.) agreeing to provide the necessary resources to complete the project. |

For Proposals Sent to the Research Core less than 5 days before Sponsor Deadline (clock resets every 12 months):

1st Time: Grant is submitted, email sent by Grants Core to PI, Chair and ADR notifying of late submission.

2nd Time: Grant is submitted, email sent by Grants Core to Dean, PI, Chair and ADR.

3rd Time: Grant is not guaranteed to be submitted.

If you have any specific questions about the submission process, please reach out to your department's RA.