

## External Grant and Contract Time Table

All proposals for external grants and contracts, regardless of the size of the grant, must be routed through the campus and the university. The following timetable specifies the minimum amount of time required to assure that your proposal is postmarked or received on or before the due date.

- Please remember that at each step of the approval process administrative personnel who must sign the route sheet may have limited availability due to prior commitments.
- Note that one paper copy with a route sheet is required even if your proposal is submitted electronically.

As soon as you consider developing a proposal: Consult with the dean for research to be certain you have all the information you require and know the routing process. Clarify whether reviews for potential research risks or conflicts of interest are required. Clarify whether external letters of support are required and begin securing them. Check to see if there are any blackout dates when Academic Affairs or Sponsored Research Services cannot process proposals owing to holidays or vacation schedules and allow added time for these.

ONE MONTH prior to due date: Develop the budget, line up required matching funds (if any), and obtain pre-approval from Sponsored Research Services. Academic Affairs will assist you.

THREE WEEKS prior to due date: **(1)** Route the completed proposal with the route sheet to be signed to your *dean or director*. Make certain the dean or director is aware of the due date and of any matters of concern such as required matching funds, reassigned time or letter of support. **(2)** Send a copy of the budget, budget narrative, and budget implications (paper or electronic--no route sheet required) to the *dean for research* at the same time.

TWO WEEKS prior to due date: The proposal with signed route sheet should arrive in *Academic Affairs* for additional signatures. Alerting Academic Affairs of any delay at this point will help to ensure timely processing of your proposal.

ONE WEEK prior to due date: Check with Academic Affairs to be certain the route sheet has been signed, copies made and the package forwarded to Sponsored Research Services.

Revised: 11/17/05

Route sheet for external grants: [http://www.research.indiana.edu/forms/route\\_reg.pdf](http://www.research.indiana.edu/forms/route_reg.pdf)