# RII BC PROPOSAL ROUTING TIMELINE GUIDANCE
## September 1, 2020

Investigators are required to adhere to the below timelines in order to **apply for and/or receive _ANY_** funds through extramural competitive grants. RII BC will always do their best to get your proposal routed and submitted on time. If you request assistance outside the guidance below, please note that our availability will be subject to existing workload and deadlines and submissions will **NOT** be guaranteed.

### Minimum of 15 business days prior to Sponsor deadline

As soon as you can, submit a **Request for Proposal Assistance** from the RII BC homepage at: https://riibc.arizona.edu, including as much information and documentation as you have available.

**At a minimum**, provide RII BC Pre-Award Services Staff with **Funding Opportunity Announcement** and any additional details you might have at the time. Using this information, we will help you understand specific proposal requirements and limitations, determine the appropriate path (UA vs. UA Foundation), establish routing and submission timelines, build budgets and justifications, and assist with required documentation.

### Large/Complex Proposals: 30 or more business days prior to Sponsor deadline

Large/complex proposals ($15M+) are of great value to the institution but are generally complicated and require greater time commitments.

### Proposals with Subawards: 20 business days prior to Sponsor deadline

Proposals with subawards often require more time and coordination with the subawardee institutions to ensure we have the necessary components for routing and submission.

### Minimum of 8 business days prior to Sponsor deadline

Provide RII BC Pre-Award Services Staff with the following:

- Project **Title**
- Project **Start and End Dates**
- Project **Abstract/Summary**
- Project **Sr./Key Personnel List**
- **PI/Co-I distribution of Award Credit and F&A Revenue**
- **Budget** and **Budget Justification**
- **FINAL** documents for any **subawards**
- **Cost-share documentation/approvals**
- **Documents requiring Official signatures**

While RII BC Pre-Award Services Staff initiates routing of internal proposal document for PI/Co-I, department/unit and college approvals, PI/Researcher continues working on the science/technical components and key personnel documents.

### As per UArizona policy, a minimum of 3 full business days prior to Sponsor deadline

Approved routing document in UAccess Research system and **complete, ready-to-submit grant proposal package** are submitted to UA Sponsored Projects.

**Complete, ready-to-submit** means no edits to any document, administrative, financial, or scientific, unless specifically requested by Sponsored Projects & Contracting Services after their review.

## Best practice is to reach out early!