

**University of Dayton Contracts and Grants Office**  
**Guidelines for Submission of Proposals**  
**March 2014**

Timeline	Action	Details
30 days prior to proposal due date	Contact CGO	Email <a href="mailto:proposals@udri.udayton.edu">!proposals@udri.udayton.edu</a> or a staff member to inform CGO of the proposal activity and provide a copy of or link to the Request for Proposal or grant application instructions. Call 229-2919 to speak with a staff member about the proposal.
	Contact Subcontract Manager or Purchasing Agent, as needed	If the proposal will include a subcontract or subaward, contact the Subcontract Manager in CGO to obtain subcontractor proposals; if the proposal will include equipment, contact the Purchasing Agent to obtain vendor quotations.
14 days prior to proposal due date	Submit input for budget to CGO	During this 14-day period, CGO will develop and finalize the proposal budget in consultation with the researcher and obtain necessary approvals for items such as cost sharing and release time.
5 business days prior to proposal due date	Submit final proposal documents and Proposal Processing Form to CGO	During this five-day period, CGO will complete compliance checks, formatting, and in the case of on-line submissions, upload documents and check for errors. <b><i>NOTE: Some on-line submission systems have error checking features which will reject noncompliant proposals. Early submission allows time needed to correct errors and resubmit.</i></b>

Compliance with these guidelines will facilitate the timely submission of high-quality proposals. For additional information, contact the Contracts and Grants Office.