



OFFICE of
SPONSORED PROGRAMS &
RESEARCH ADMINISTRATION

Office of Sponsored Programs and Research Administration

Grant Submission Timeline

OSPRA is committed to providing the very best service possible to assist faculty, students and staff in the preparation of grant proposals.

*****NOTE: All grant proposals are required to be submitted by OSPRA on behalf of VSU.*****

Deadline of final revised proposal to OSPRA is 2 weeks prior to grant submission deadline.

Services provided by OSPRA based on timing of receipt of proposal documents:

Drafts received 30 days prior to submission:

- Timeline Development for proposal completion
- Review and comparison of sponsor proposal guidelines
- Budget development
- Narrative and additional document revisions and edits
- Assistance with obtaining support letters
- Send proposal pack to PI for final review
- Submission of the final version
- Submission of any updates required or allowed by the sponsor

Drafts received 10 days prior to submission:

- Editing support to include punctuation, spelling and readability
- Budget development to include relevance to project description, salaries, fringe, supplies, equipment, travel etc.
- Comparison of proposal with sponsor's guidelines to include forms, formatting and sponsor proposal checklist
- Send proposal pack to PI for final review
- Final review of documents and submission

Drafts received 5 days prior to submission:

- Editing support to include punctuation, spelling and readability
- Comparison of proposal with sponsor's guidelines to include forms, formatting and sponsor proposal checklist
- Budget review

Drafts received less than 72 hours prior to submission deadline:

- Pre-award team will review (if time permits) and submit the proposal but cannot ensure successful submission of the proposal