

CSE RECOMMENDED TIMELINE FOR PROPOSAL SUBMISSIONS

Working Days to Deadline								
60	45	30	25	20	17	15	5	2.5
Review program announcement, guidelines and instructions. Prepare 1 st draft of research plan; obtain human subject and animal approvals.								
Provide draft of application and instructions to departmental Contract and Grant Officer and complete RES form.								
Submit budget requirements to departmental Contract and Grant Officer.								
Submit complete draft of proposal to departmental Contract and Grant Officer for review and final editing.								
Submit complete copy of proposal and RES form to department MSO and Chair (as needed), for signatures and approvals.								
Submit three complete copies of proposal to OCGA, including copies of instructions, budget back-up, and RES form (include original signature pages).								
Respond to questions, make changes and prepare final copies as requested by OCGA.								
OCGA mails proposal to agency.								