

CPH Proposal Submission Timeline

Submission deadline

Electronic proposal submission deadline listed by the sponsor.

3 BUSINESS DAYS Submit to OSPA

The CGO-reviewed and -approved final proposal package, accompanied by a fully approved electronic Internal Approval Form (eIAF) must be received by the appropriate Research Administrator (RA) in the UK Office of Sponsored Project Administration (OSPA) at least three (3) business days prior to the sponsor's deadline

CGO Review **5 BUSINESS DAYS**

The CPH requires that the CPH principal investigators submit the complete and final proposal package for review to the appropriate CPH College Grant Officer (CGO) five (5) business days before the electronic proposal submission deadline listed by the sponsor.

8 BUSINESS DAYS Initiate eIAF

The CPH Office of Research requires the eIAF to be initiated at least eight (8) business days prior to the sponsor's deadline for electronic proposal submission. The IAF includes a set of documents that ensures consistency with the sponsor and the UK guidelines.

Notify CPH **20 BUSINESS DAYS**

The CPH Office of Research requires the CPH principal investigators to notify the Office of Research of their intent to submit a research proposal at least twenty (20) business days prior to the sponsor's submission deadline (or thirty business days for complex grant proposals).



Scan QR code or go to <https://redcap.uky.edu/redcap/surveys/> and enter **HL33HN9KF**

30 BUSINESS DAYS Notify CPH