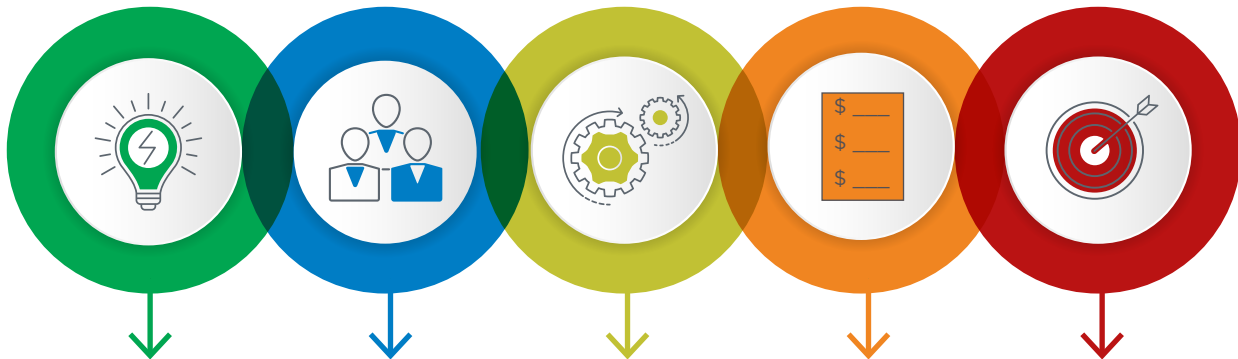# Office of Research Administration (ORA)
Proposal Submission Timeline

6 Weeks Before Deadline

Notify ORA of Intent to Submit

Complete the Proposal Intake Form at: tinyurl.com/ORAintake Proposal will be assigned to an ORA staff member. Schedule initial meeting with ORA and provide subaward contact information.

4 Weeks Before Deadline

Begin Budget Draft

Continue to meet with ORA to develop budget. Provide list of all PIs & key personnel, consultants and any subcontracts.

10 Business Days Before Deadline

Subcontract Documents Due

Subaward documents (budget, justification, SOW, commitment form) are due to ORA 10 business days prior to the submission due date.

8 Business Days Before Deadline

Final Budget & Justification Due

Final budget, justification and scope of work due to ORA 8 business days prior to the submission due date.

6 Business Days Before Deadline

Final Proposal to ORA

All final proposal documents are due to ORA 6 business days prior to the submission due date.

MICHIGAN STATE UNIVERSITY | Office of Research Administration
College of Education