



**RESEARCH SUPPORT OFFICE
GRANT APPLICATION PREPARATION TIMELINE**

This preparation timeline gives the [Liberal Arts Research Support Office \(RSO\)](#) sufficient time to assist faculty and graduate students with developing and submitting grant applications, while remaining available to applicants currently in RSO’s queue. Each due date below leads to the grant application’s deadline established by the sponsor (funder).

DUE DATES	ACTION ITEMS
<p>15 BUSINESS DAYS (or more)</p>	<ul style="list-style-type: none"> - Notify RSO with your intention to apply for a grant by completing and emailing a Proposal Review Form (PRF) to laresearch@austin.utexas.edu - Notify RSO confirmed or potential collaborators and/or subaward recipients - Begin drafting and revising required proposal materials including budget and budget justification
<p>10 BUSINESS DAYS</p>	<ul style="list-style-type: none"> - Provide drafts of all application documents (except the narrative) - Supply final draft of budget and budget justification
<p>5 BUSINESS DAYS</p>	<ul style="list-style-type: none"> - Provide all application documents including narrative in final form
<p>4 BUSINESS DAYS to FINAL DEADLINE</p>	<ul style="list-style-type: none"> - Final documents due to the Office of Sponsored Projects (OSP) for their review - Applicant is available by email or phone to make possible revisions after review by OSP - Once OSP approves the proposal, applicant is available to confirm application is ready for submission