Please note:

1. The routing process below is required in order to **apply for** and **receive ANY** funds through extramural competitive grants and submissions are **NOT** guaranteed if the timeline below is not adhered to.

   **Minimum of 15 business days before Sponsor deadline**

   *(Projects with Subawards: 20 business days before Sponsor deadline)*

   Provide unit **Grant Support Staff** with Funding Opportunity **Announcement and a Budget outline**

   Using the above information, the Grant Support Staff will help you build budgets, budget justifications and other non-science related documents in the sponsor requested format.

   **Minimum of 8 business days before Sponsor deadline**

   Provide unit **Grant Support Staff** with the following:

   - Project Title
   - Project Start and End **dates**
   - Project **Abstract/Summary**
   - **Budget** & final documents from any **subawards**
   - **Budget Justification**
   - PI/Co-I distribution of credit and F&A

   Grant Support Staff will initiate routing of document

   **PI and Co-I** give **electronic approval**

   **Unit / Department** gives electronic approval

   **College** gives electronic approval

   **Researchers continue working on the science**

   **As per UA policy a minimum of 3 full business days before Sponsor deadline**

   **Approved routing document** in the **UAccess** Research system and **complete grant proposal package** are submitted to UA Sponsored Projects

   Has to be **submission ready** (no edits to **any** document, financial or scientific, unless requested by **UA Sponsored Projects Services**)

   UA Sponsored Projects gives **FINAL approval and submits** or approves grant for submission to Sponsor