



Office of Research Administration

## GRANT BASICS

Proposal Submission Timeline Reminders

---

### GRANT PROPOSAL BUDGETS

When preparing a grant proposal, you must submit your budget to Ginny Schodroski in the Office of Research Administration (ORA) at least **TWO (2) WEEKS BEFORE** the proposal submission deadline. Any exception must be approved by Vice Provost Nasser Arshadi.

**CONTACT:** Ginny Schodroski ([ginny@umsl.edu](mailto:ginny@umsl.edu), 314-516-5284)

Note: Large or complex budgets should be finalized at least one week prior to submission.

---

### NIH Electronic Submissions

Please submit your completed NIH grant application to the Office of Research Administration (ORA) at least **ONE WEEK** prior to the final deadline to ensure proper electronic submission to the NIH.

---

### SIGNATURE PAGE

The **PeopleSoft Signature Routing Sheet (PSRS)** must be delivered to the ORA **BEFORE** the grant will be submitted. This applies to any grant being submitted to any agency.

The PSRS must include **ALL** signatures (all PIs, Co-PIs, Dept. Chairs, Deans of each person, dept, and/or school who has time/resources committed through direct costs, cost sharing or match). If you are going to be away from the University at the time of submission, you must arrange to sign the PSRS signature page before leaving.

**CONTACT:** Ginny Schodroski ([ginny@umsl.edu](mailto:ginny@umsl.edu), 314-516-5284)

---