



Office of Research Administration

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ORA POLICY AND PROCEDURE: Grant Submission Deadlines

The deadlines outlined below are strictly enforced. *Any exception must be approved by the Vice Provost for Research.*

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

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

■ ELECTRONIC SUBMISSIONS (FEDERAL GRANTS)

Please submit your completed federal grant application to the ORA at least **ONE (1) WEEK** prior to the final deadline to ensure proper electronic submission.

CONTACT: Brenda Stutte (stutte@umsl.edu, 314-516-5897)

■ SIGNATURE PAGE

The signed **PeopleSoft Signature Routing Sheet (PSRS)** must be delivered to the ORA at least **ONE (1) WEEK BEFORE** the grant is to 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.

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