

OB/GYN and Reproductive Sciences Internal Proposal Submission Timeline

Although our fund managers may live in various time zones, the below timeline is in Pacific Standard Time (PST) and our fund managers will adhere to PST. You can expect a response from your fund manager within 1 business day of initial intent to submit.

The OB/GYN and Reproductive Sciences department has established a timeliness policy for routing sponsored research proposals to your fund manager. The policy is established to a) ensure researchers have the best chance of having their research projects funded, b) be compliant with ever-changing regulations, and c) have the best opportunity to identify inaccuracies or errors that can be fixed before being reviewed by funding agencies. To achieve these goals, the following timelines have been established:

- **17 business days before the submission deadline (HSSPPO deadline is 14 days)**, the Principal Investigator (PI) must notify their fund manager of their intent to submit a proposal by sending the proposal starter and provide the **required draft documents in word format (facility and resources, equipment, biosketch, animal/human subjects, letters of support, resource sharing, budget justification, data management and sharing plan, authentication of key resources, and cover letter)** for the fund manager to create a complete proposal for HSSPPO review.
- **3 business days before the deadline (HSSPPO deadline is 2 days)**, the **final version of all documents (in word AND pdf format titled “final”) and a draft of the research strategy, specific aims and references (in word AND pdf format titled draft)** must be sent to your fund manager.
- **Final version of the research plan** must be sent to your fund manager in pdf format by **7AM PST the day of the deadline (HSSPPO deadline is 8AM PST)** to ensure **final HSSPPO review** and guaranteed submission. **Final version of the research plan** should be submitted as early as possible but can be submitted up until **2PM PST the day of the deadline** with **no final HSSPPO review**.