



**University of Michigan
School of Dentistry
Contracts and Grants Service Center Procedure Manual**

Subject: Pre-Award Timeline	Effective Date: 3/22/11	Revised Date: 11/01/14
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Days Prior to Sponsor Due Date:	Standard for Customer Department / PI	Standard for Service Center
30 Days	Notify Contracts and Grants Service Center of intent to submit a proposal dent-grants@umich.edu	Within 2 business days of notification send Proposal Timeline and meeting options to PI
16 Days ADMINISTRATIVE DOCUMENTS DUE (DRAFT)	Provide draft administrative documentation (From Proposal Timeline)	Assist with budget development, PAF and other administrative documents as needed
10 Days ADMINISTRATIVE DOCUMENTS DUE (FINAL)	Provide final administrative documentation for routing (from Proposal Timeline)	Review final PAF and route for unit approval(s)
7 Days PROPOSAL DUE (FINAL)	<ul style="list-style-type: none"> • Send FINAL documents (science in PDF format) to C&G for upload • Review and Approve final Proposal 	<ul style="list-style-type: none"> • Upload final documents and validate proposal • Send PDF of final proposal to PI for review, revision(s), approval • Finalize proposal, obtain School of Dentistry Approval and route to ORSP
Sponsor Due Date		

The [Proposal Timeline](#) can be found on the Grant's and Contract's webpage.