

**Colorado State University
College of Agricultural Sciences
Proposal Submission Timeline Guidance**

Standard Proposals (Single or Multiple CAS/AES PIs, no subawards, no cost share)	
Working Days before Deadline	Action
15	Proposal Intake Form Submitted
11	Budget Outline Due to Grant Facilitator
6	Review Ready Budget, Budget Justification and Draft Project Narrative
3	All docs final form
3 – deadline	Final Proposal Review and Submission

Complex Proposals (First-time proposal, Subawards, Cost-share, Interdisciplinary, International)	
Working Days before Deadline	Action
20	Proposal Intake Form Submitted
13	Budget Outline Due to Grant Facilitator
6	Review Ready Budget, Budget Justification and Draft Project Narrative
3	All docs final form
3 – deadline	Final Proposal Review and Submission

<i>Possible Consequences of Missing Deadlines</i>
<i>Requirement to justify late requests to Associate Dean for Research and obtain approval before processing attempted (mandatory when Proposal Intake Form received less than 7 working days before deadline).</i>
<i>Proposal marked as non-compliant.</i>
<i>Submission not guaranteed.</i>
<i>Submission request declined.</i>
<i>OSP may submit without full review.</i>
<i>Submit with caveat statement that the award can be declined if submission would not have passed normal review.</i>

Deadlines are receipt deadlines or target deadlines. For the purposes of the CAS/AES Proposal Submission Timeline Guidance a deadline is a deadline. It is the submitter’s responsibility to obtain any deadline extensions that may allow proposals to comply with this guidance before completing a Proposal Intake Form.

One working day = 8 full CSU working hours (Mountain Time).