<u>UAHS Pre-Award Submission Guidelines FY2024</u>

Updated submission timelines:

1 month prior to sponsor deadline	Principal Investigator provides an active RFA to UAHS Preaward to log the submission into the queue so that staff assignments can be made. In the event an RFA is released with less than a month to the submission deadline, UAHS Preaward will work with the investigator to accommodate the timelines accordingly. In the event total submissions for a given due date exceed the capacity of the Preaward team, new requests to submit for that deadline will be wait-listed, or PI will be asked to delay submission to the next available deadline.
Within 5 days of RFA notification	UAHS Preaward will confirm with the Principal Investigator the information needed for internal routing, including: 1. Project Title 2. Routing information 3. Contact and budget information for any subaward(s) 4. Final list of all Senior/Key Personnel 5. Initial budget information 6. Checklist, if requested
1 calendar week (5 business days) prior to sponsor deadline*	All final documents must be received by UAHS Preaward to assemble final application. No further revisions will be accepted unless requested by Preaward/Sponsored Projects Services for compliance.
3 business days prior to deadline	Final application released to SPS for submission, consistent with UA Policy. Please note: applications are released upon review & written approval from PI. Further revisions to a released application cannot be accommodated once PI approval is received.

Failure to meet these deadlines will mean that we will be unable to submit your application, and will ask that you delay submission until a future deadline