



Office of Grant and Contract Services

Flowchart: Proposal Submission & Exception Process

Standard Submission Path:

1. PI decides to submit → Notify OGCS (≥ 15 business days before deadline)
2. Prepare proposal documents
 - Non-scientific docs → Submit to OGCS (≥ 5 business days before deadline)
 - Scientific docs → Submit to OGCS (≥ 3 business days before deadline)
3. OGCS reviews and submits to sponsor

Exception Path:

1. Missed deadline or extenuating circumstance?
2. PI Completes Exception Request Form
3. Route for approvals (Chair → Dean → AVPRI)
4. If approved, OGCS processes submission