EXPLORE FUNDING OPPORTUNITIES
E-mail Heather with your intent to submit to the specific RFP.
Include intended start and end dates, and collaborative institution contact (if applicable).

BUDGET DEVELOPMENT
Build your proposal Budget and Justification with Heather.
Ensure that proposal is visible to AOR in Fastlane and active in Grants Portal.
Contact Heather for templates and other resources.

DOCUMENT UPLOAD
Submit the approved Budget, Justification, Bio Sketch, Current and Pending, Facilities Equipment and Resources, DMP, and Collaborators and Other Affiliations, and additional documents to Heather for upload into Fastlane and Grants Portal.

SPONSORED PROJECTS REVIEW
Upload your draft narrative to Fastlane.
Notify Heather that you are ready for Sponsored Projects final review and acceptance.

FINALIZE
Finalize your narrative.
Make any budget adjustments and edit documents as needed.

SUBMIT YOUR PROPOSAL
Notify Heather of approval to submit your proposal in Fastlane.

2 day submission window to allow time to correct errors or warnings BEFORE the sponsor deadline