



Process for Submitting a Proposal to OADRGS

Reference: [PI/PD Handbook](#)

**At least two (2) months
prior to the deadline**

Notification of Intention to submit a proposal

PI contacts the
OADRGS and
provides FOA, RFA,
NOFO Number

1

**At least two (2) months
prior to the deadline**

Proposal Preparation

- Letter of intent.
- Budget and Budget Justification.
- Letters of support.
- Institutional approvals.
- Compliance Issues.
- Subawards

2

**At least one (1) week
prior to the deadline**

Internal Routing Form

Complete the IRF and submit it
to our office:

- **Five (5) business days** before the submission deadline if it does not require institutional commitment.
- **Seven (7) business days** before the submission deadline if it requires institutional commitment.

3

**At least two (2) business
days prior to the
deadline**

Proposal Submission

- Federal proposal submissions are under Vicmag Cabrera, UCC Authorized Organization Representative (AOR)
- Proposals sent by the PI require final approval from OADRGS.

4