Grant Submission Policy

The *Online Clearance Process* will begin no later than 4 working days prior to the due date established by the funding source. We must have the abstract and project budget in our office **by noon of the 4th working day prior to the due date** in order to complete the process.

Final documents with all attachments must be in our office by **noon of the working day prior to the due date** established by the funding source. This is to ensure that we can complete the editing and online/paper submission of the document.

If these deadlines are not met, the application will not be submitted. As always, we are available to assist you in budget development and providing institutional information. Please contact us early in the process so that we can assist you in developing a fundable project.