<u>Viterbi Proposal Submission Timeline</u>

Notification of Intent to Apply:
>   **For Solicited Awards:**
>   - Funding Announcements are released 3-6 months out (usually posted in the Research Gist)
>   - Notify your research administrator or use the "Research Calendar and Tracking" tool in MyViterbi
>   - Provide a copy and/or link to the funding solicitation
>
>   **For Unsolicited Awards:**
>   - Notify your research administrator or use the "Research Calendar and Tracking" tool in MyViterbi
>   - Provide any correspondence from the sponsor and contact information

If you did not use the tool in MyViterbi then your Research Administrator will submit this information, which will notify VBA-RA and DCG.

Cost Sharing:
See the Viterbi Procedures and Guidelines available here: https://viterbibusinessaffairs.usc.edu/research-administration/cost-sharing/
Submission Deadlines for Cost Sharing requests:
- **30 Business Days** are required for center and center-scale proposals, and proposals with multiple schools
- **14 Business Days** are required for smaller proposals

Viterbi Business Affairs – Research Administrations (VBA-RA) Office:
- **7-9 Business Days** prior to the deadline VBA-RA the Pre-Award electronic routing packet is to be received by VBA-RA Office. If not received by **3 Business Days** prior to the due date then it will be returned without being reviewed.
    - The Packet consists of:
        - Solicitation (if applicable)
        - Cover Page (if applicable)
        - Budget and Budget Justification (if applicable)
        - Draft of the Scope of Work/Technical Justification(*for NSF, the broader impacts section must be included*)
        - If Grants.gov (SF 424 section needs to be completed with administrative information)
        - Subaward/consultant packet (if applicable)
    - Once approved, the application moves to DCG for review, approval and submission
    - In addition, you or your research administrator should begin the process of uploading all sponsor required documentation into the electronic submission platform (Research.gov, NSPIRES, Grants.gov, etc.) to enable DCG to submit
    - Please note that any changes to the approved budget or cost sharing prior to or after the submission date requires re-approval by VBA-RA

Department of Contracts and Grants (DCG):
- **3 Business Days** prior to the deadline is the recommended receipt of final documents
    - This allows for a complete and thorough review (see the following website for the complete list of items https://research.usc.edu/files/2020/02/DCG-Service-Commitment.pdf
    - Less than 24 hours from deadline could result in errors not being caught and risk rejection by the sponsor

Any **Space/Facilities Requests** need to be approved by the department chairman or submitted to the Vice Dean for Administration. This should follow the minimum dates set for cost sharing and uploaded in the appropriate section of the TARA/KC on-line proposal document.

Please note the dates given are the minimum dates required to guarantee submission and earlier submission of requests and proposals is preferred.

Last Updated August 4, 2021