

CoE, Associate Dean for Research (ADR) Proposal Submission Timeline

The Administrative Shell

The ADR requires that the administrative shell include: a completed and signed Proposal Approval Form (PAF), a detailed proposal budget (cumulative & for all years of the project), a budget justification, and a statement of work/executive summary.

A) Electronic Proposals that require DRDA to submit/launch

Submit:	Administrative shell to: ADR's Office (2408 LEC)	Administrative shell to: DRDA (drop-box or hand-carry)*	Final proposal & application to: DRDA**
Due:	8 business days in advance	7 business days in advance	4 business days in advance

B) Electronic Proposals that require PI to submit/launch

Submit:	Administrative shell to: ADR's Office (2408 LEC)	Administrative shell to: DRDA (drop-box or hand-carry)*
Due:	5 business days in advance	4 business days in advance

C) Paper Application Proposals for DRDA or PI/unit to copy and submit (latest due date)***

Submit:	Administrative shell, final proposal & application (as appropriate) to: ADR's Office (2408 LEC)	DRDA to copy & submit Administrative shell, final proposal & application DRDA (drop-box or hand-carry)*	PI/unit to copy & submit Administrative shell to: DRDA (drop-box or hand-carry)*
Due:	5 business days in advance	4 business days in advance	4 business days in advance

* You may request that the staff in the ADR Office forward your proposal directly to DRDA through the DRDA drop-box in the Lurie Engineering Center (LEC). If you do not use the drop-box, you must hand-carry your proposal to DRDA.

** If a grants.gov proposal, upload your final proposal to: <https://packrat.research.umich.edu/upload/>

*** Please refer to DRDA's announcement of their revised service policy, distributed to the DRDA-net email group on 9/22/06.

We cannot guarantee a timely signature on proposals received past the appointed deadline