

## Department of Biology – Drexel University

### Recommended Schedule for Grants Proposal Submission Process

#### A. Submission to federal, non- federal, private institutions (including NIH/NSF)

##### Steps before submission due dates:

- **4 weeks (6 weeks if sub-award):** Contact Karenne Giguere. (**MINIMUM**)
- **4-1 weeks:** Working on the budget and info needed in COEUS.  
Assemble proposal package (example FastLane for NSF or Grant.gov document for NIH).
- **Before 5 business days:** submit COEUS
- **Before 3 business days:** Submit package or FastLane to Drexel Office of Research.

#### B. Submission to Foundations

Contact Karenne Giguere, soon as you decide to submit to a foundation.

Karenne will contact the **Drexel Office for Institutional Advancement** (contact Brenna McBride @ [brenna.c.mcbride@drexel.edu](mailto:brenna.c.mcbride@drexel.edu)). When applicable, that office will help the PI to assemble the package and submit it to the foundation.

The same deadlines for COEUS apply for proposals to Foundations.