

# PROPOSAL SUBMISSION PROCESS AT SPEED SCHOOL

WHAT YOU NEED TO KNOW TO GET YOUR PROPOSAL OUT THE DOOR



## SO, YOU WANT TO SUBMIT A PROPOSAL...NOW WHAT?

- Complete Proposal Notice (<https://louisville.edu/speed/businessCenter/grants>) and forward to Speed Business Center with the following documents
  - Budget (if finalized) – 5-Year Budget Template available at link above
  - Budget Justification
  - Project Summary
  - Copy of RFP or link to site

## NEXT STEPS

- Speed Business Center will prepare the Proposal Clearance Form and Additional Signature pages, if applicable.
- These forms will be routed to each individual on the proposal for signature.
- Once all signatures are obtained, the PCF and supporting documentation will be forwarded to Sponsored Programs for review.

## ELECTRONIC PROPOSAL PREPARATION AND SUBMISSION

- If you require assistance with electronic proposal preparation, please inform the Speed Business Center when submitting the Proposal Notice.
- Common items completed by the Speed-BC include:
  - Cover Sheet
  - Budget Information
  - Upload of required documents

## DON'T FORGET!

- Sponsored Programs requires a full **5 business days** to review the proposal.
- Please notify the Speed Business Center of your intent to submit **AT LEAST 8 business days** before submission!!!
- These requirements help to ensure that any errors are caught in a timely manner.
- Most often, multiple Speed School faculty are submitting proposals to the same funding opportunity. Waiting until the last minute is not an option!
- You cannot submit your proposal until Sponsored Programs has provided approval.