## CSE RECOMMENDED TIMELINE FOR PROPOSAL SUBMISSIONS

<table>
<thead>
<tr>
<th>Working Days to Deadline</th>
<th>60</th>
<th>45</th>
<th>30</th>
<th>25</th>
<th>20</th>
<th>17</th>
<th>15</th>
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<tr>
<td>Review program announcement, guidelines and instructions. Prepare 1st draft of research plan; obtain human subject and animal approvals.</td>
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<td>Provide draft of application and instructions to departmental Contract and Grant Officer and complete RES form.</td>
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<td>Submit budget requirements to departmental Contract and Grant Officer.</td>
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<td>Submit complete draft of proposal to departmental Contract and Grant Officer for review and final editing.</td>
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<td>Submit complete copy of proposal and RES form to department MSO and Chair (as needed), for signatures and approvals.</td>
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<td>Submit three complete copies of proposal to OCGA, including copies of instructions, budget back-up, and RES form (include original signature pages).</td>
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<td>Respond to questions, make changes and prepare final copies as requested by OCGA.</td>
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<td>OCGA mails proposal to agency.</td>
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