

SAMPLE SERVICE REQUEST TIMELINE FOR A 60 DAY NOTICE RFP

EXAMPLE: COERO Service Request 60-Day Timeline

KC#	PI
	7/1/2021 RFA Release Date
	7/1/2021 Service Request Form Completed
	8/31/2021 PROPOSAL DEADLINE
Resources	Proposal Link
DUE TO RC NO	
LATER THAN	Service
Ongoing	RC/PI meeting
Ongoing	Project planning meetings
	9/1/2020 Brainstorm project ideas and/or funding strategies
	12/1/2020 Request support and feedback on a concept paper, workplan, and/or draft budget
	1/1/2021 Identify funding opportunities (and alignment with sponsor's priorities/mission)
	7/1/2021 RFA Released.
	7/2/2021 Assistance with funding opportunity guidelines to identify eligibility requirements, deadlines, submission instructions, required documents, etc. /checklist according to funding guidance
	7/2/2021 Compile institutional data, demographic data, or facilities information (e.g. boilerplate language, recruitment demographics, enrollment numbers)
	7/6/2021 Create a Kualii record
	7/6/2021 RC/PI meeting
	7/6/2021 Draft budget #1 (allowable costs, cost-sharing, salaries, indirect costs, fringe rates, subawards, etc.)
	7/20/2021 Provide feedback on proposal narrative (i.e., expanded version of the concept paper)
	7/20/2021 Guidance on other proposal documents (e.g., data management plan (DMP), biosketches, dissemination plan, broader impacts, letters of support/collaboration, MOUs, contracts, etc.)
	7/20/2021 Draft budget #2
	8/3/2021 Final budget revisions
	8/3/2021 Draft budget justification
	8/3/2021 Copyedit proposal documents (punctuation, sentence structure, clarity, readability, etc.)
	8/10/2021 Proofread proposal documents (narrative and other for typos, basic errors, etc.)
	8/17/2021 Send final budget and justification to ORSP for review
	8/17/2021 Review proposal documents for compliance and completeness
	8/24/2021 Share draft for University Advancement (UA) review if TRIP eligible
	8/24/2021 COE Compliance Review and Institutional Support Form
	8/26/2021 Kualii Deadline
	8/31/2021 PROPOSAL SUBMISSION DEADLINE