



**RESEARCH GRANTS & CONTRACTS
SLU Quick Guide**

Activity	RGC Timeline	RGC Staff	Dept (RDU) Timeline
General Communication			
Phone Calls and Emails	1 day*	All	1 day*
New Grant Application Receipt			
Submit routine grants and subcontract proposals	-	-	10 days*
Submit complex grants/contract proposals, incl. electronic submissions	-	-	15 days*
Email upon receipt of application	1 day*	OS	-
Return final copy of submitted proposal	-	-	5 days*
Grant Application and Contract Proposal Review			
Routine grants with no issues	6 days*	GCA	-
Routine grants requiring comments/issues	5 days*	GCA	-
Complex grants and contract proposals	8 days*	GCA	-
Preliminary feedback for special pre-reviews	2 days*	GCA	-
Respond to RDU corrections	2 days*	GCA	-
Respond to RGC review comments	-	-	2 days*
Management (secondary) review	Same/next day*	SO	-
Notification of signoff or required changes	Upon completion	GCA	-
Electronic Submission of Grant Application			
Submit final electronic grant application packet	-	-	3 days* min. 7 days* pref.
Final review and arrangement of submission	4 hours after receipt	GCA	-
Complete electronic submission	1 hour after receipt	SO	-
Resolve error/warning message	Immediately	GCA	Immediately
Provide cover letter for changed/corrected applications	-	-	Immediately
Request by Sponsor for Additional or Just-in-Time Information			
Notify RGC of just-in-time requests sent only to PI	-	-	Next day*
Notify RDU of sponsor request requiring action	Next day*	GCA	-
Submit requested JIT information to RGC	-	-	5 days*
Respond to RGC review comments	-	-	2 days*
Email RDU to acknowledge receipt of responses	2 days*	GCA	-
Email RDU regarding outstanding requirements	2 days*	GCA	-
Management (secondary) review	1.5 days*	SO	-
Notification to RDU of signoff or required changes	Upon completion	GCA	-
Notice of Awards / Award Administration			
Forward sponsor award notices to RDU	Same/next day*	AC	-
Forward sponsor award notices, etc to RGC	-	-	2 days*
Complete compliance items at JIT	-	-	Immediately
Complete DAC items upon award receipt	-	-	Immediately
Routine setup packet with no issues or further RDU action required; send to SPA	4 days OR 4 days after DAC completion*	GCA	-
Setup packets requiring additional administrative RGC actions; resolve and send to SPA	Upon completion	GCA	-
Setup packets requiring further RDU action; email regarding required action/changes	4 days*	GCA	-
Respond to RGC notice of additional action req'd	-	-	2 days*
After RDU info is received, send setup packet to SPA or take administrative action	2 days*	GCA	-
Notify RDU via email that award sent to SPA	Same day	GCA	-
Notify RGC of not-funded notices	-	-	5 days*