

DRO REQUESTED SERVICE or REVIEW	DOCUMENTS REQUIRED	DRO DOCUMENT SUBMISSION DEADLINE*
<p>Budget development More complex the proposals, i.e., those including more than 2 subrecipients, will require additional time.</p>	<p>UMMC Prime</p> <ul style="list-style-type: none"> ▪ Research Strategy-UMMC Prime ▪ Specific Aims-UMMC Prime <p>UMMC Subrecipient</p> <ul style="list-style-type: none"> ▪ Scope of Work 	<p>UMMC Prime</p> <ul style="list-style-type: none"> ➤ 1 month prior to the OSP deadline (earlier if a complex proposal) <p>UMMC Subrecipient</p> <ul style="list-style-type: none"> ➤ 1 month prior to the OSP deadline (earlier if a complex proposal)
<p>Mandatory Budget review ONLY, as required by DOM As mandated by the DOM chair, all budgets submitted for extramural funding must be reviewed and approved by the DRO before the Chair designee will sign off on the institution's (OSP's) transmittal.</p>	<p>UMMC Prime</p> <ul style="list-style-type: none"> ▪ Detailed budget spreadsheet ▪ Justification ▪ Research Strategy ▪ Specific Aims ▪ Transmittal Signed by PI, Division Director <p>UMMC Subrecipient</p> <ul style="list-style-type: none"> ▪ Detailed budget spreadsheet ▪ Scope of Work ▪ Transmittal signed by PI, Division Director 	<p>UMMC Prime</p> <ul style="list-style-type: none"> ➤ 1 week prior to OSP deadline <p>UMMC Subrecipient</p> <ul style="list-style-type: none"> ➤ 1 week prior to OSP deadline
OSP INSTITUTIONAL REVIEW AND SUBMISSION	DOCUMENTS REQUIRED	OSP SUBMISSION DEADLINE**
<p>Application Review and Submission</p>	<p>UMMC Prime</p> <ul style="list-style-type: none"> ▪ Completed application with all administrative documents correctly formatted and attached ▪ Detailed budget spreadsheet ▪ Transmittal <p>UMMC Subrecipient</p> <ul style="list-style-type: none"> ▪ Detailed budget spreadsheet ▪ Individual documents for submission to Prime Institution ▪ Transmittal 	<p>UMMC Prime</p> <ul style="list-style-type: none"> ➤ 5 days prior to agency/sponsor deadline <p>UMMC Subrecipient</p> <ul style="list-style-type: none"> ➤ 5 days prior to Prime institution deadline
<p>*Always prior to OSP deadline; be sure to account for holidays and weekends when determining deadlines **The FINAL internal deadline; be sure to account for holidays and weekends when determining deadlines</p>		

