What is your project? Identify focus, timeline, and needs of project in consultation with faculty mentors and UAR academic directors/advisors.

- Does your research involve human subjects?**
  - Yes: Take tutorial on human subjects research protection.
  - No: Start work on human subjects research protocol.

- Does your project involve off-campus work?
  - Yes: Have you taken relevant preparation course work?
    - Yes: Take required courses.
    - No: Have you found an off-campus contact?
      - Yes: Establish off-campus contact.
      - No: Consult UAR’s How to Apply checklist to develop grant proposal and budget.

- Have you taken relevant preparation course work?
  - Yes: Start work on human subjects research protocol.
  - No: Consult UAR’s How to Apply checklist to develop grant proposal and budget.

Two months before submission deadline

One month before submission deadline

Register at UAR Grant Application Portal and become familiar with submission requirements, including PTA information for faculty transfer and human subject payment, and direct deposit.

Notify faculty mentor and field contact about proposal submission date.

See Page 2

**N.B. The online version of this timeline has hyperlinks to these info pages.
UAR Grant submission deadline

Submit proposal before deadline, enter required faculty and field contact information for their letters of recommendation.
Submit final human subjects protocol to IRB latest by 1st of the same month, if applicable.

UAR reviews proposal.

Does UAR Recommend funding?

Does UAR need additional information?

Resubmit required information by stated deadline in resubmission notification.

UAR sends out award notification.

Accept Award?

Accept award within 3 days of notification. Share news with faculty.

Decline award. Share news with faculty.

Complete award requirements within 5 days of accepting grant: write thank you note to donor; sign UAR Grant Contract and Waiver forms; and where applicable, submit human subject protocol approval; any stated off-campus requirements.

In about 15 working days after completing award requirements

Receive funding.

In about 2 months after small grant submission deadline, or summer quarter for Chappell Lougee and Major Grant

Carry out project.

Submit final report and apply to present a poster at SURPS or ASURPS.

Identify focus and needs of project, Phase II.

In about 3 weeks for Small Grants or Chappell Lougee Grants; about 5 weeks for Major Grants.

3 days from resubmission notification for Small Grants; 2 weeks from resubmission notification for Chappell Lougee Grants; max 4 weeks for Major Grants.

3 days after award notification

5 days after accepting award