DMSE JHURA Proposal Submission Timeline

**FACULTY:** Before submitting a proposal, please notify Kyra Vocci, and include the announcement. She will then begin to review and prepare a timeline for your proposal submission. Afterwards, a timeline review meeting will be scheduled.

**NOTE:** This proposal submission timeline for DMSE works backwards from the **due date** of the proposal that is provided by the sponsor.

- **48 Hours before Deadline**
  
  Entire proposal should be finalized and sent to JHURA  
  *(Hand-off by Faculty and Department)*

- **3 Days before Deadline**
  
  Final budget and justification should be finalized and sent to JHURA  
  *(Hand-off by Faculty and Department)*

- **4 Days before Deadline**
  
  Final budget and justification should be finalized and sent to Ada Simari for review  
  *(Hand-off by Faculty and Kyra)*

- **5 Days before Deadline**
  
  Faculty should finalize budget and justification with Kyra

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