

# 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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