JUNE

PROFILES

All required contacts set up their individual profiles immediately, including the Principal Investigator (PI), Co-PIs, FLAMES student investigators, Budget Contacts, and Agreements Contacts. **

JULY

PROPOSAL DEVELOPMENT

PI signs in and starts proposal in the database, reviews all required fields and adds contacts to the 'Contact' tab. Be sure to complete the required templates.

AUGUST

REVIEW BUDGET

Budget and Agreements Contacts review and certify budgets in the database.

SEPTEMBER

SUBMIT PROPOSAL

Only the PI can submit the final proposal. Please do not wait until the last day. Ensure all templates are complete and budgets are certified before submission.

IMPORTANT

Once profiles are established, each contact should confirm they can successfully sign into the JFSP database.

Suggested timeline to submit a JFSP proposal

Click here to view