

myUABResearch Phase Timeline

Critical Dates for OSP/COI/GCA Submissions and Requests

Timeline

- **November 26, 2025:**
 - Grant and contract submissions to the Office of Sponsored Programs (OSP) by noon 11/26/25. **This is not the date that OSP will submit to sponsors, but the date a complete submission to OSP, included signed extramural checklist, RPL and other required documents should be submitted.** This deadline applies to all OSP submissions, including December 2025 grant deadlines.
 - PIs with NIH continuous submission privileges will need to submit to OSP by noon 11/26/25. PIs can continue to work on their science while OSP and COI conduct review the submission.
 - All financial disclosures and external activity requests should be submitted by research personnel by noon 11/26/25. PIs should ensure all responsible personnel listed on submissions to OSP have trained and disclosed by 11/26/25.
 - Last day for OSP to route any awards or requests to GCA for processing including pending/at-risk account requests.
- **November 27 – November 30: Thanksgiving Break**
- **December 1–5, 2025:**
 - Final processing period for OSP, Research Conflict of Interest (RCOI), and GCA to complete any outstanding items before the myUABResearch deployment on 12/15/25.
 - OSP will ensure IRAP projects action items are in the correct state and ready for data migration.
 - RCOI will complete any reviews in their workflow by 12/5/25 COB.
 - GCA will process all new awards, mods, at-risk requests by 12/5/25 COB.
 - Between 12/5-12/15 there will be a freeze on new Oracle accounts, updates and new sponsor creation.
 - December 5 at 5:00pm- the IRAP modules impacted by Phase 1 will be made read-only. Modules affected include Proposal Tracking, COI and Tech Transfer.

- **December 15, 2025 at 8:00am**
 - **myUABResearch Launch!**
 - All submissions to OSP, COI will be processed in myUABResearch.
 - All new awards and award modifications will be processed by OSP to GCA.
 - RCOI will be accepting disclosures
 - Note if you are involved in any research activity, you will be prompted to submit a disclosure in myUABResearch – disclosures are not being converted from IRAP/EFS

Important Reminders

- **Ensure all submissions, regardless of funding source, are sent to OSP no later than 11/26/25.**
- If you are planning to submit to OSP for any grants due in December, you must make a complete submission to OSP by Wednesday 11/26/25 by noon. A complete submission is the extramural checklist, RPL and [required documentation](#) like the ASSIST number, pdf of proposal or unlocked word document.
 - Ensure all responsible personnel have up to date disclosures of financial interests on file as disclosures are required prior to submission.
- Specific to grant proposal submissions, the timeline is as follows: 11/26/2025 by noon the error free proposal, checklist, RPL are due to OSP, OSP Review Summary will be provided no later than noon on 12/2/2025. The proposal must be ready to submit no later than noon on 12/4/2025.
- Incomplete submissions will be returned to the department and will not be eligible for submission to the sponsor during the transition period. Submission will resume on 12/15/25 with myUABResearch.
- **If you are submitting to OSP, confirm the COI status of your personnel to ensure that they have trained and disclosed prior to 11/26/2025.**