

General Timeline
All Awards NOT involving the President or Developmental Leave
(deadlines vary)

This timeline applies to all awards that do not require the President's involvement or a development leave from Texas Tech University (see agency websites for details of award, eligibility, current deadlines, and application process):

September 8 and February 1: Provost sends Deans, Department Chairs, Center Directors, and faculty members a memo announcing awards (maybe along with other external awards) and deadlines.

Deadline minus 16 weeks: Applicant contacts possible letter writers to ask if they are willing to write strong supporting letters. Applicant includes CV and one-page summary of accomplishments. For those who agree, applicant sends links to awards program and criteria, instructions for submission of letter, and a request to notify applicant when letter is submitted. Applicant also asks writers to submit letters 1 week before the agency deadline. Applicant should track these letters until submitted, with reminders to the writers 2 weeks and 1 week before the agency deadline.

Deadline minus 14 weeks: Applicant prepares all application materials.

Deadline minus 6 weeks: If the agency requires institutional authorization, the application must be routed through Cayuse: <http://www.ors.ttu.edu>

Deadline minus 2 weeks: Applicant secures any necessary letters from TTU, and reminds letter writers to submit letters.

Deadline minus 1 week: All reference letters are due to online system. Applicant tracks submissions until complete. If needed, applicant sends letter writers reminders to submit letters by agency deadline.

Deadline minus 5 days: If the agency requires institutional authorization, the application materials are submitted to agency by ORS.

Agency Deadline: All materials have been submitted to the agency. If the application did not require institutional authorization and thus was not submitted through Cayuse, applicant sends an electronic or paper copy of the application to the Office of Research Services (ORS). ORS enters information into Cayuse to create a permanent institutional record of the nomination.