Submitting a Proposal Process

1. Proposal Development Strategy Meetings
(6 – 12 months)
1. Identify funding sources
2. Match Ideas to funder's priorities
3. Faculty contacts program officer
4. Decide to pursue

2. Administration Support
1. OSP and faculty obtain institutional support
2. Faculty develops 1 page abstract
3. OSP develops budget
4. OSP begins routing
5. OSP Reviews requirements
6. Faculty starts proposal narrative
7. Establish timeline for submission

3) Proposal Development
(3 months prior to deadline)
1. Using funding agency guidelines, OSP completes detailed budget forms.
2. Following the guidelines faculty upload/complete required documents (CV, facilities, collaborators, list of reviewers).
3. Faculty continues to write proposal with feedback on drafts

Proposal Development Cycle

5) Post Submission
a. Proposal Declined
1. Analyze reviews
2. OSP to discuss future proposal strategy with faculty

b. Proposal Awarded
1. OSP will prepare transition to post award grants management
2. Faculty meet with compliance unit(s) and prepare to carry out project.

4) Pre-Submission Review
1. 10 days prior to deadline, OSP and faculty review application for errors
2. 5 days prior to deadline, Red Team review of Narrative.
3. Final pre-submission review
4. Application submitted <u>prior</u> to deadline