

Proposal Title: _____

PI: _____ OSP rep: _____ FO/BM: _____

PI submits R&R

OSP notifies PI & FO/BM who will handle submission

Proposal Meeting:
OSP, PI, FO/BM meet to discuss submission details; agree on dates/times; list required documents in PDs and SDs; PI provides contact info for subcontracting OSPs and sends agreement to ADRAS

PI submits PDs to FO/BM

PI submits SDs to FO/BM

FO/BM submits PDs to OSP, DC/CD

FO/BM sends SDs to OSP, DC/CD

ADRAS completes review; notifies PI, FO/BM & OSP

Final proposal is submitted; PI, FO/BM, OSP are notified

OSP approves PDs; informs FO/BM and PI

OSP sends complete package to ADRAS, cc'ing PI and FO/BM

Proposal Documents (PDs) include:

All financial information, i.e. budget, budget justification/narrative, OSP subcontract materials, current and pending, and

Science Documents (SDs) include:

Science workplan, references, diversity plan, data management/sharing plan, and

Contact Info for subcontracts:

	= OSP		= PI		= FO/BM
	= ADRAS		= all		

FO/BM = Financial Officer or Business Manager; OSP = Office of Sponsored Programs representative; ADRAS = Associate Dean of Research and Advisory Services; PI = Principal Investigator; DC/CD Department Chair or Center Director