

## SPONSORED RESEARCH PREAWARD PROCESS FLOWCHART

### Introduction

The Principal Investigator (PI) has primary responsibility for preparation of the grant application. The Financial Analyst (FA), Sharon Otholt, assists with preparation of the budget to ensure accuracy, reasonable fringe benefit costs if salaries are included, minimum cost sharing provisions, and reviews the application to ensure sponsor's requirements are addressed.

### Principal Investigator

#### **Prepares proposal summary that should contain:**

- (1) Names of PI and any co-PIs,
- (2) Names funding source (Sponsor),
- (3) Sponsor's deadline,
- (4) Prepares statement of work,
- (5) Prepares preliminary budget (FA-Sharon Otholt assists with preparation of budget),
- (6) Names partner institutions, if any,
- (7) Prepares program summary.

#### **Discusses with college Dean and department Chair:**

- (1) Determines availability of resources,
- (2) Determines feasibility of proposed research,
- (3) Makes necessary adjustments to proposal based on these discussions.

#### **Submits proposal summary to OGSR:**

- (1) Discusses with OGSR staff,
- (2) Establishes proposal timeline.

### OGSR Staff Review: Lisa Pena & Sandra Arispe

- (1) Reads Request for Proposals (RFPs) or other Sponsor notice of available funds for research;
- (2) Reviews PIs proposal summary, and makes note of required documentation and assurances;
- (3) Assists PI in developing Timeline for submission of application to sponsor **at least 4 workdays prior to Sponsor's due date.**

**Principal Investigator**

**Completes grant application proposal:**

- (1) Ensures all paperwork is completed at least 5 workdays prior to sponsor's deadline,
- (2) Submits to OGSR staff for review.



**OGSR Staff Review: Lisa Pena & Sandra Arispe**

- (1) Reviews to ensure all paperwork is completed and all assurances are satisfied,
- (2) Assists PI with Maestro processes. Saves application on Maestro and routes for approvals.



**Authorized Organizational Representative: Dr. Sosa-Fey**

- (1) Reviews to ensure all paperwork is completed and all assurances are satisfied,
- (2) Gives final approval,
- (3) Assists PI in submitting application.