Pre-proposal and Proposal Process

Key: **O = Ultimate Owner of the Process/Activity**
P= Primary Contributor to the Process   X = Contributor to the process

Action/Transaction/Process	PI and/or Co-PI(s)	Dept /College Staff	OSPAN	ORSP	Grants Accounting	Others (Purchasing, A/P, Contracts, Legal Counsel, COI)
Pre-proposal Process						
Identify funding opportunities	O		P			
Review for mission, scope, …	O	P				
Letter of intent	O					
Proposal Process						
Review funding opportunities guidelines	O		P	P		
Confirm Eligibility	O		P	X		
Provide submission timeline and list of needed documents to PI			O			
Identify subcontractors	O					
Obtain routing materials (budget and work scope, signed Letter of Intent)	P	X	O	X		
Prepare supplementary documents (e.g. Biographical Sketch, Other Support form, Current & Pending Support form, Conflict of Interest (COI), Management Plan, Data Management Plan, Letter of Support, etc.)	O	X	P			
Collect supplementary documents (e.g. Biographical Sketch, Other Support form, Current & Pending Support form, Conflict of Interest (COI), Management Plan, Data Management Plan, Letter of Support, etc.) from PI/Co-PIs, subcontractors, etc.	P	X	O			
Develop budget	O	X	P	X	X	X
Develop budget justification to incorporate programattic details	O	X	P	X	X	
Obtain cost share documentation, if needed	X	X	O/P			
Review and agree on cost sharing commitment	X	O	P			
Complete compliance forms pages in grant proposal: Institutional Review Board (IRB), Animal Care and Use (IACUC), Institutional BioSafety Committee (IBC), Conflict of Interest (COI) Disclosures, Foreign Components, etc.	O	X	P	X		X
Write technical content of the proposal	O/P					X
Enter required documents into Muse	X		O/P			
Initiate routing in MUSE	O		P			
Complete final submission package; review any changes with PI	X	X	O/P	X		
Final review of proposal	X	x	X	O/P		
Complete electronic submission of proposals				O/P		
Review final proposal in funding agency portal	O/P			X		
Prepare responses to JIT requests	O	X	P	X		
Assist with and submit JIT responses	X		P	O		