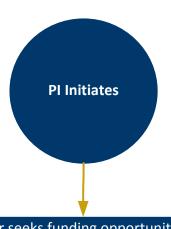
Sponsored Programs Process Pre-Award



- 1. Identifies or seeks funding opportunity.
- 2. Confirms project, scope, time, publishable research with Chair and Dean.
- 3. Identify RFP/RFQ with outside agency/sponsor and confirm grant submittal process and forms. SP & PI introduction with outside agency/sponsor.
- 4. Arranges meeting with SP to draft the Proposal and Budget.
- 5. PI completes final budget and proposal review.
- 6. Submits final version of the following to SP:
- a. Begin filling out Proposal Approval and Routing Form (PARF) (Requires PI, Chair, Dean, & Provost signature).
- b. Communication of deadlines to all individuals.
- c. Final Proposal & Budget (including additional items such as letters of support, etc.)

Pre-Award Policies to observe:

- Proposal Administrative Review
- Additional Employment Conditions
- Cost Sharing (Budget)
- Intellectual Property
- Conflict of Interest
- Conduct of Research
- Budget Preparation
- Purchase Planning
- Travel
- Risk

