

SPONSORED RESEARCH PROCESS FLOWCHART

Acronyms:

AOR – Authorized Organizational Representative

FA – Financial Analyst

PI – Principal Investigator or Grant champion.

This could also be the co-PI if the PI is at another institution.

OGSR – Office of Graduate Studies & Research

OGSR Staff for purposes of Sponsored Research Activity:

Sandra Arispe

Lisa Pena

Principal Investigator (PI)

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

Pre-Award Workflow

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: Sandra Arispe - Backup: Lisa Pena

- (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 days 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: Sandra Arispe - Backup: Lisa Pena

- (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 approval.