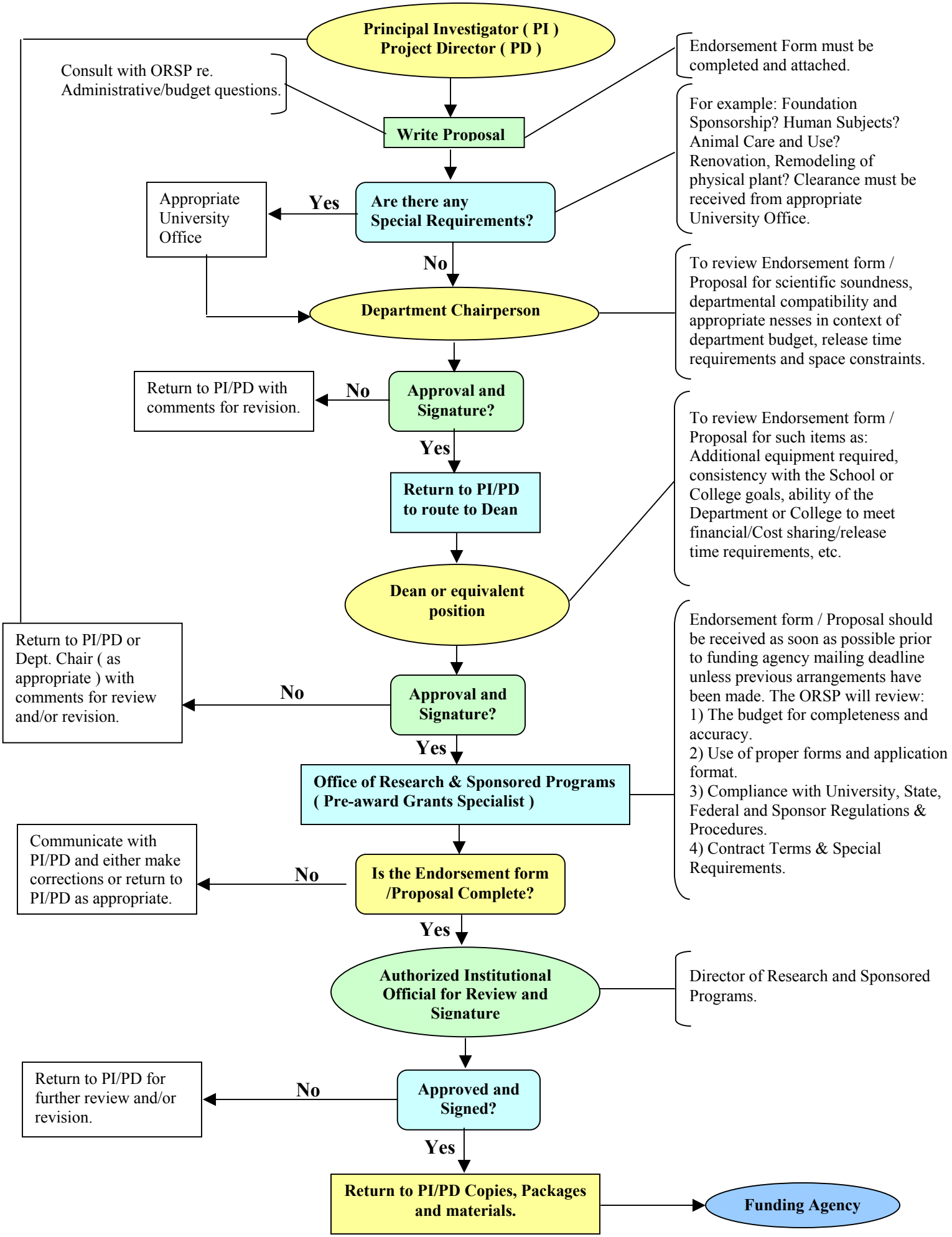
Principal Investigator (PI)
Project Director (PD)
Consult with ORSP re. Administrative/budget questions.
Endorsement Form must be completed and attached.
Write Proposal
For example: Foundation Sponsorship? Human Subjects? Animal Care and Use? Renovation, Remodeling of physical plant? Clearance must be received from appropriate University Office.
Appropriate University Office
Yes
Are there any Special Requirements?
No
Department Chairperson
To review Endorsement form / Proposal for scientific soundness, departmental compatibility and appropriate nesses in context of department budget, release time requirements and space constraints.
Return to PI/PD with comments for revision.
No
Approval and Signature?
Yes
Return to PI/PD to route to Dean
To review Endorsement form / Proposal for such items as: Additional equipment required, consistency with the School or College goals, ability of the Department or College to meet financial/Cost sharing/release time requirements, etc.
Dean or equivalent position
Return to PI/PD or Dept. Chair (as appropriate) with comments for review and/or revision.
No
Approval and Signature?
Yes
Office of Research & Sponsored Programs (Pre-award Grants Specialist)
Endorsement form / Proposal should be received as soon as possible prior to funding agency mailing deadline unless previous arrangements have been made. The ORSP will review:
1) The budget for completeness and accuracy.
2) Use of proper forms and application format.
3) Compliance with University, State, Federal and Sponsor Regulations & Procedures.
4) Contract Terms & Special Requirements.
Communicate with PI/PD and either make corrections or return to PI/PD as appropriate.
No
Is the Endorsement form /Proposal Complete?
Yes
Authorized Institutional Official for Review and Signature
Director of Research and Sponsored Programs.
Return to PI/PD for further review and/or revision.
No
Approved and Signed?
Yes
Return to PI/PD Copies, Packages and materials.
Funding Agency