Same time frame

6 weeks prior:

1. Meet with Dept. Chair to discuss proposal; workload approval
2. Meet with College Grant Admin to discuss budget
3. Notify OSPRI about proposal due date, send application guidelines

4 weeks prior:

-budget and budget justification completed with assistance from College Grant Admin

-if anything, atypical, plan with guidance from OSPRI

2 weeks prior:

Submit the draft budget and budget justification to OSPRI

To Dept. Chair for review:

-application instructions, draft proposal, draft budget and budget justification, appendices

2 weeks prior:

To Dean for review:

-application instructions, draft proposal, draft budget and budget justification, appendices

10 days prior:

Dept Chair and Dean convey questions regarding budget/workload to PI and Grant Admin

-PI works with Grant Admin to revise budget and budget justification as needed

-Routing Form completed

-Submit draft budget to OSPRI

Grant Admin or Finance Mgr. reviews budget and budget justification.

Finance Mgr. signs routing form

7-10 days prior:

- Department Chair signs routing form when questions are answered

7 days prior:

- Dean signs routing form when questions are answered

5 working days prior for *external grants only*:

OSPRI Review of proposal, budget, budget justification

external grants only:

Answer OSPRI's questions about budget or other parts of application

Grant is Submitted by OSPRI (external) or PI (if internal)

College Proposal Review Process- Extramural and Intramural Grants

If process begins later than 4 weeks from deadline, send high priority email notifying Department Chairs, Finance Manage, Grant Admin, and the Dean.

Revised on 10-04-2024