College Proposal Review Process—Extramural and Intramural Grants

6 weeks prior:
1. Meet with Dept. Chair to discuss proposal; workload approval
2. Meet with Tomoko to discuss budget
3. Notify Gwen in OSPRI about proposal due date, send application guidelines

4 weeks prior:
- Budget and budget justification completed with assistance from Tomoko
- If anything atypical, plan with guidance from Gwen or Trish in OSPRI

2 weeks prior:
- 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 Tomoko

- PI works with Tomoko to revise budget and budget justification as needed
- Routing Form completed

2 weeks prior:
- 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:
- PI works with Tomoko to revise budget and budget justification as needed
- Routing Form completed

Becky reviews budget and budget justification and 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)

If process begins later than 4 weeks from deadline, send high priority email notifying Department Chairs, Becky, Tomoko, and the Dean.