

Office of Sponsored Programs (OSP)
James Madison University
2012 Quick Reference Guide for Proposal Development
<http://www.jmu.edu/sponsprog/>

Prepare to Apply	<p>Outline Project in terms of duration, resources needed</p> <p>Find funding opportunity Use the Community of Science (http://pivot.cos.com/) to receive funding alerts. (You must access the COS site through your JMU computer, not off-campus.) Check out the OSP monthly newsletters (http://www.jmu.edu/sponsprog/newsletter.html)</p> <p>Share the RFP/RFA or Program Guidelines with OSP and notify of deadline.</p> <p>Create or update profiles in electronic systems Update profiles in NSF FastLane, NIH eRA Commons, NASA NSPIRES, etc.</p>
↓ Develop Proposal with assistance from OSP	<p>Prepare proposal Refer to the sponsor's directions for technical content and formatting guidelines. Your Research Administrator can assist with forms and formatting and budget development while PI concentrates on the technical narrative.</p> <p>OSP will acquire and complete required sponsor forms while PI gains internal approval. OSP personnel will locate and download all electronic applications and prepare submissions with technical input from PI. PI will complete and route Internal Approval Form.</p> <p>Questions? Contact OSP at 568-6872 with any questions.</p>
↓ Obtain Approvals from Department Head and Dean	<p>Complete the Internal Approval Form http://www.jmu.edu/sponsprog/InternalApprovalForm.doc Obtain signatures of approval on Internal Approval Form from: Head or designee(s) Next higher level of authority within school; ex. Dean(s) or VP(s) <i>All departmental units involved in a proposal must have the endorsements of their Department Heads and Deans.</i></p> <p>Return original signed Internal Approval Form to OSP 5 days in advance of deadline.</p>
↓ Route to OSP	<p>Route original signed Internal Approval Form and complete final copy of proposal narrative and all appendices to OSP for review and approval. OSP reviews and obtains the final university-authorized signature. Be sure to allow enough time for review. Complex proposals, proposals involving multiple departments or multiple institutions, and proposals that include cost sharing take longer to review and submit.</p> <p>OR</p> <p>Provide OSP submit access to proposals at least 24 hours before deadline in systems where PI prepares the proposal online, ex. NSF FastLane or NSPIRES.</p> <p>Complete proposals must be received 5 business days before the deadline.</p>
↓ Submit to Sponsor	<p>Hard copy proposals – With adequate time (5 business days) and staff resources, OSP may mail the complete proposal to sponsors. Otherwise OSP will notify the PI for pickup and mailing to the sponsor.</p> <p>Electronic proposals – OSP submits all electronic proposals to sponsors.</p>

Start proposals early!
 For assistance call OSP at 568-6872.