



PROPOSAL DEVELOPMENT AT A GLANCE

1

PREPARE TO APPLY

Develop your concept and find funding opportunities. (Check out OSP's webpage for funding opportunities and resources.) Notify OSP **ASAP** with program guidelines, RFP's, and deadlines.

2

DEVELOP PROPOSAL

OSP will work with you to develop and finalize a budget and to assist with required forms. OSP will also check materials for sponsor formatting requirements. If a private funder, plan to work with Corporate and Foundation Relations on the proposal narrative.

3

OBTAIN UNIVERSITY APPROVAL

You must route the Internal Approval Form to co-PI(s), if applicable, and respective dean(s) and department head(s) with final budget, budget justification, and draft proposal narrative. If OSP indicates additional forms are to be signed, route those as well.

4

ROUTE TO OSP

Route signed form and final proposal to OSP *at least 5 business days before the sponsor's deadline*. OSP will review for compliance and obtain final university approval for submission. OSP will notify you if any edits need to be made to required documents.

5

SUBMISSION

OSP will submit the proposal on your behalf, unless otherwise indicated. If you receive any notification from the sponsor, whether awarded or denied, forward that information to OSP. OSP will serve as the liaison between you and the sponsor. Remember, only the authorized signatory official can accept awards on behalf of the university.