Principal Investigator Completes:
- Applications forms
- Narrative
- Budget and budget narrative
- RSP Proposal Submission Form

PI completes Appendix A of the Proposal Submission Form to budget if employees will be paid from the grant. Questions should be directed to HR at 8-8311.

PI submits forms to Grants Accounting. They check:
- Budget calculations
- Use of proper IDC rate
- Use of current fringe benefit rate

Obtain signature approval Grants Accounting

Obtain approval from Chair and Dean via signature on Submission Form

Submit full proposal & forms to RSP

PI discusses proposal with chair/dean including needs for cost-sharing, indirect cost rate reductions/waivers, space requirements, etc. (Check out guidelines for State Matching funds for possible cost-sharing assistance.)

RSP checks:
- Adherence to guidelines
- Completeness of appendices
- Proper signatures on all forms
- Inclusion of certificates (if applicable)
- Process for subawarding grant funds with PI

RSP obtains:
- Necessary signatures for certification and cover pages
- Number of copies required by sponsor
- Cover letter

RSP mails proposal
Emails evaluation of services to PI
Sends copy of Proposal and Submission form and Appendix A to PI