Proposal Budget Development Process

Principal Investigator (PI) reviews Request for Proposals (RFP) budget guidelines.

PI meets with Joann to discuss project costs, including project personnel (faculty, staff, and student researchers), and to disclose any cost sharing or in-kind requirements.

Joann confirms current salary info.

PI obtains quotes for equipment, supplies, and conferences and sends to SRP.

Joann develops budget in spreadsheet formatted for G.U.

PI discusses course releases (CR) or academic year (AY) work with Chair and Dean, informs SRP of any CRs or AY time; if CRs, writes a paragraph explaining need and who approved the release to attach to project’s Internal Approval Document (IAD).

PI writes other budget-related explanations as needed for IAD.

PI takes IAD with SRP-approved budget and budget explanations plus project summary to Chair for signature. For PI teams, PI gathers signature from each G.U. co-PI and respective Chairperson(s).

PI brings signed IAD to SRP. SRP reviews and continues IAD processing (see IAD flowchart).

SRP routes IAD with budget to Dean’s budget officer and Dean. Budget changes requested by the Dean and approved by the PI are made by SRP.

SRP responds to all AVP office questions about budget, project, PI, and commitments including cost sharing and in-kind.

At this point, any major changes to budget require IAD to return to Chair, Dean, and AVP office; SRP will discuss with PI when this is needed.

Forward to President’s Office, if needed.

During the week before the funder’s deadline, SRP uploads finalized budget figures into funder’s form(s). No further changes are allowed to budget—only correction of errors.

During the week before the funder’s deadline, Budget Narrative is developed from final budget.

When fully signed IAD is returned to SRP and with PI’s approval, final proposal is submitted to sponsor (funding agency).

PI notifies SRP of any communication from the sponsor/agency.

SRP takes IAD and budget to AVP Office where Assoc. AVP, Academic Budgeting Officer, and AVP review project budget.

(While budget is routed with IAD, SRP and PI work collaboratively to develop and finalize all other proposal documents).

PI keeps SRP notified of any budget changes identified during proposal development; SRP makes the changes.

Forward to President’s Office, if needed.

During the week before the funder’s deadline, SRP uploads finalized budget figures into funder’s form(s). No further changes are allowed to budget—only correction of errors.

After Dean’s approval, SRP takes IAD and budget to AVP Office where Assoc. AVP, Academic Budgeting Officer, and AVP review project budget.