Application and Documents Process
for both budget and narrative document required by funder

3-2-1-submission:
3 weeks before the deadline, documents (as you would send them to the funder) to SRP for editing/proofreading;
2 weeks before the deadline, Internal Approval Document (IAD) signed by PI/team and Chairperson(s) due to SRP;
1 week before deadline, all documents are to be finalized to allow time for packaging and uploading

Principal Investigator (PI) reviews Request for Proposals (RFP); decides to apply

PI supplies link for funding offer to Sponsored Research Office (SRP); meets with SRP to discuss process including guidelines/instructions, budget, and editing options

PI names project team members, their roles, and internal & external partners; provides project title and start & end dates to SRP

SRP uses link and info provided to start application and required forms

SRP registers G.U. project team members, as needed

SRP develops internal due dates schedule and proposal parts list to guide process, sends forms and instructions to PI (and to project team members, if PI wants that assistance)

G.U. project team members provide registration info (if needed)

SRP issues proposal parts status reports as needed

SRP issues submission memo to IAD reviewers

PI sends draft of main proposal document(s) to select colleagues for discipline-specific content feedback. PI updates documents appropriately

PI chats with SRP about letters required for proposal; drafts/requests

PI sends each document to SRP as would send to funder

SRP checks for responsiveness to funder instructions and edits (allow 3 days for full edit of 15-page document); returns edited documents to PI for updates

SRP proofreads changes, may suggest further edits; returns document to or queries PI for updates

PI reviews edit suggestions (and corrections); integrates those that will strengthen proposal and sends update to SRP

PI reviews at their discretion; returns updated document or responds to SRP

SRP does final proofreading and queries PI if needed

PI responds and SRP updates until finalized; forwards each finalized document within SRP for uploading

Finalized documents are packaged by SRP per funder requirements.

SRP uploads documents, including budget figures, into funder’s forms and application. After fully uploaded, invites PI to review

PI reviews full proposal for errors; if any, reports to SRP to correct

Final proposal, with PI’s approval, is submitted to sponsor (funding agency) before deadline day

SRP follows through with IRB / IACUC

PI notifies SRP (and SRP notifies PI) of any communication from sponsor/agency