THE LIFE CYCLE OF A SPONSORED PROJECT

Phase I – Proposal Development

The Principal Investigator (PI) develops the project concept

PI identifies sponsor/funding source for proposed project

PI writes the proposal and prepares the application using sponsor's guidelines and deadlines

PI completes Proposal Review Form (PRF) in the Research Management System (RMS) and routes it to OSP

PI provides proposal application to OSP in proper format for processing

Phase II – Proposal Application Review

OSP Proposal Specialist reviews application packet for completeness (sponsor, federal, state, university requirements re: budgets, institutional compliance)

If any items require clarification, additions, or correction, PI is afforded opportunity to update application packet. PI returns everything to OSP.

OSP Proposal Specialist provides final review and routes packet to Assistant Director for approval to submit packet to sponsor

Phase III – Submission and Sponsor Review

Proposal application is submitted to sponsor by OSP or PI, depending on sponsor's requirements

Peer review of proposal application organized and conducted by sponsor

Sponsor contacts OSP for additional information if needed to make funding decision

If funding is likely, approvals for all applicable compliance issues must be obtained by PI
- Research involving humans
- Research involving human blood, extreme toxins
- Research involving rDNA
- Research involving animals
- Research involving radioisotopes
- Export control licenses

Sponsor renders funding decision regarding the proposed project

Phase IV – Award / Negotiation and Acceptance

Project has been selected for funding and OSP is notified by sponsor. OSP notifies PI.

Terms and conditions of award are reviewed by OSP. If negotiation of terms is necessary, OSP will conduct negotiations on behalf of the PI and the university including sub agreements

Once negotiations are complete and the award is accepted by the university, OSP sends a notice of grant award to Sponsored Project Award Administration (SPAA)

Phase V – Sponsored Projects Award Administration (SPAA)

SPAA establishes an account number and notifies the PI that (s)he can spend.

During the course of the project, SPAA ensures that funds are received from the sponsor to support the approved research.

SPAA assists the PI to ensure that funds are spent in accordance with applicable university and sponsor rules.

At the conclusion of the project, the PI submits the final technical report and SPAA submits the final financial report to the sponsor. Other reports may be required during the life of the project depending upon the sponsor.