

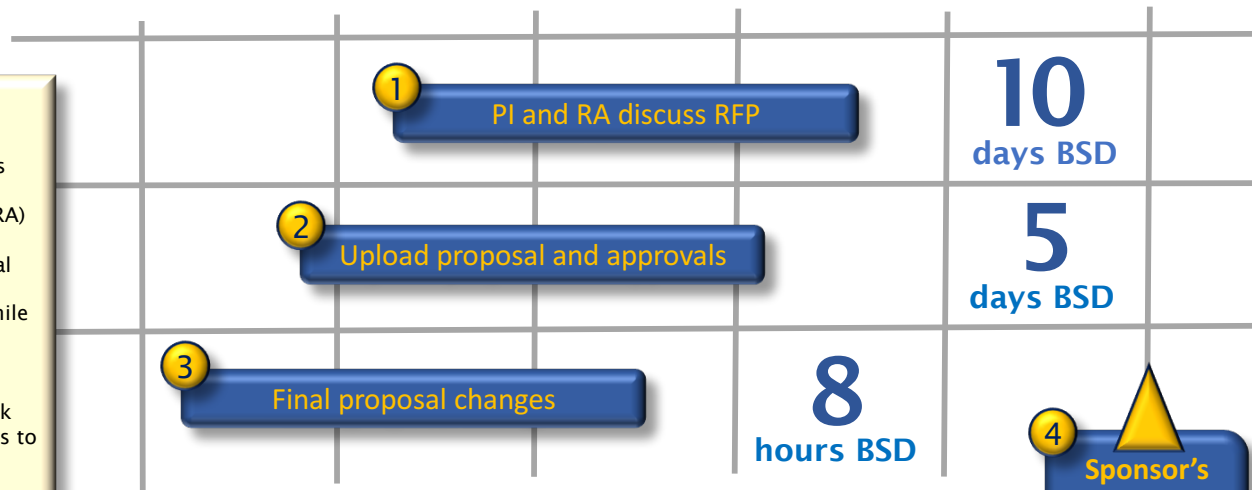
Submitting Project Proposals for Sponsored-Funding

1

Funding identified

Once a project funding opportunity has been identified, the Faculty/PI should contact their Research Administrator (RA) to review the RFP, establish a timeline, discuss budget, and identify any special risks or approvals needed. The RA will complete the administrative section while the PI drafts the technical section of the proposal.

TIP: While RAs can (and often do!) work under tighter deadlines, best practice is to contact your RA at least 10 days "BSD" ("before sponsor deadline") to allow sufficient proposal preparation time.



4

Sponsor's
Submission
Deadline

2

First proposal submission

When the proposal is ready, the RA will upload it into the Phoebe proposal system. The administrative section of the proposal must be complete; however, the technical section can still be in draft form for the initial submission. The proposal will route to your Chair or Dean for department approval. Approvals need to be secured in Phoebe at least 5 days BSD.

TIP: If your Dean or Chair will be traveling, alert them that you will be seeking their approval and/or build in extra time to secure their approval to make the review deadline.

3

Initial review

Once department approvals have been secured, the Sponsored Projects Office (SPO) or Industry Alliance Office (IAO) will review and return comments on your proposal within 16-business hours. Comments could include mandatory changes (e.g., Federal or University-mandated changes), as well as helpful suggestions, based on prior experience, for strengthening proposals.

TIP: PI and RA should schedule a review time to review SPO and IAO comments, and to discuss and make any final changes.

4

Final submission

Once you have reviewed comments from SPO or IAO, the PI and RA can make any last changes and submit the final proposal with technical spec in Phoebe.

SPO or IAO will review your changes and submit the final proposal to the sponsor.

NOTE: your final submission should be no less than 8 hours BSD to allow SPO or IAO time for final review and submission to the sponsor. Proposals received after this deadline will be reviewed as time allows but may miss the sponsor's deadline.