**GRANTS & CONTRACTS PROCESS**

**Pre-Award**

1. **Identifies or seeks a funding opportunity**
2. **Arranges meeting with ORSP to finalize the Proposal and Budget - (optional)**
3. **Submits final version of the following to ORSP:**
   - Proposal Administrative Review form (Requires PI signature & Chair’s initials)
   - Final Proposal (including addl. items such as letters of support)
   - Final Budget

**PI Initiates**

1. ORSP: Finalizes Proposal Admin. Review (PAR) form
2. Oversees internal routing
3. **IRB Sign-Off, if required**
   - (see IRB process)
4. **AVP for Research and Sponsored Programs**
   - [Approval & signature]
5. **Dean, PI’s Department**
   - [Approval & signature]
6. **Foundation Director, if required**
   - [Approval & signature]
7. **VP for Finance & Admin.**
   - [Approval & signature]

**Proposal Administrative Review Process**

**Post-Award**

1. **Award Letter Received**
   - **IMPORTANT**
   - ORSP must be notified of ALL awards received in order to complete the remainder of this process.
2. **Meeting: ORSP & PI**
   - PI training
   - Account set up
3. **Account Set-Up:**
   - Arranged within appropriate department
   - Notice sent to PI & Program Chair
4. **Mid-Year Follow Up**
   - ORSP & PI meet to review expenditures, fiscal & program reporting, and renewal of grant, contract, or research proposal.
5. **End of Year**
   - ORSP communicates fiscal year end close-out of procedures & deadlines w/ PI.

**Pre-Award Policies to observe:**
- Administrative Review
- Human and Animal Subject Research
- Additional Employment Conditions

**Post-Award Policies to observe:**
- Account Management
- Fiscal Reporting
- Costing Recovery
- Work Product and Records Policy

**Note:** Chancellor’s Office correspondence related to grants and contracts sent directly to the President will require an additional 7 days for review.

**IMPORTANT**
- If the project requires IRB approval, that must be obtained before beginning the Proposal Administrative Review process.

- ORSP: Mails, submits and tracks outgoing proposal(s)
- IRB Process: Mails, submits and tracks outgoing proposal(s)