**Approval** 

PI consult with budget unit supervisor for go-ahead

Collaborate with ORSP

Discussion of project and plan for submission.

5 days prior, send Internal Review Guidelines.

to ORSP completed: T&A form, Budget & Justification, Abstract, Compliance Forms & Funder

PI connects w/ Supervisor & ORSP to discuss revisions.

Project Director contacted by external funder

Application Denied

Request reviews, revise and resubmit

Submission

by ORSP

**Application** Approved!

Congratulations!!

**Procedures** 

**Sponsored Programs:** 

**Pre- & Post-funding** 

Grant Award Notice Received Review by ORSP. ORSP sends to General

Changes in budget discussed with PI/BUM. ORSP assigns GS#, sends to General Counsel. ORSP reviews, notes changes & assigns

Authorized signatures obtained

General Counsel sends agreement to ORSP. ORSP obtains University signatures

Fully signed agreement received.

ORSP reviews. If received by PI, forward to ORSP. Copies sent to PI & BUM.

**ORSP** manages set-up

ORSP meets with PI & BUD, finalizes budget & requests set-up with A&F.

Implements Project

PI implements project with BUD/BUM/ORSP assistance.

Reports

PI & BUD track docs. ORSP monitors. A&F completes & submits official expenditure reports.

Progress and Final Reports

PI writes reports as required. Copies of all reports filed with ORSP.