ORSP Pre/Post-Post Award Process

STEP 1

Initial Processes

- ❖ **PI and/or Co-PI.** Review Grant Application Criteria and Requirements. **Please note the submission deadline date/time**

- ❖ Notify ORSP early as you will have **6-8 weeks** to complete your proposal application/submission process
    - ➤ Contact ORSP to setup your SmartGrant account

- ❖ Complete and route the Intent to Submit Form for approval

> If you are collaborating with another institution, contact them to prepare subaward documents.

STEP 2

Internal Processes

- • Seek approvals from department chair/director and dean
- • Contact the IRB representative to receive CITI Training to receive a certificate
- • Contact the appropriate review board early should your proposal include biohazardous materials, human subjects, and animals
- • Complete the Internal Proposal Cover Sheet Application, as the PI/Co-PI
    - • A detailed budget justification should accompany budget. **Consult with ORSP to assist and Grants Accounting will review and approve. Should you request matching funds, your request will be submitted to the Vice Chancellor for Finance for approval.**
    - • Complete the narrative and all other documentation required per proposal solicitation instructions

STEP 3

Online Proposal Preparation

- ❖ Login to your SmartGrant account, complete the SmartGrant application (w/ORSP assistance)

- ❖ Once complete and all signatures are received. ORSP submits

- ❖ ORSP returns submitted copies/electronic application to PI/Director

POST AWARD

- • ORSP receives the award letter
- • Either ORSP or Grants Accounting will submit the award letter via DocuSign for AOR signature (VC Research/Chancellor)
- • The document is returned to the funding agency, the campus awaits the fully signed executed document
- • The award letter is received; Grants Accounting will setup the award in WorkDay