PI decides to seek external funding

- PI finds a funding opportunity.
- PI downloads PBS to start projecting budget numbers.
- PI inputs PASS record ASAP.
- PASS record gives OSP notice of PI plan to submit.

OSP Review Process

Proposal must be received in OSP with sufficient time to complete a review and clarify information (3 to 5 business days before the submission deadline)

- RA reviews Budget, Budget Justification, Scope of Work.
- If OSP needs clarification, RA asks PI for more info.
- Common issues include:
  - Unallowable expenses
  - Indirect costs (rate incorrect, not included)
  - Cost-share
- Approved by OSP.
- Once budget is approved, OSP gives PI the ‘ok’ to send a proposal to sponsor.

Grant Administration -- OSP

- If a proposal is approved for funding:
- Once funding is awarded, OSP SRA reviews the award & negotiates terms if necessary, then OSP Account Tech sets up a 5-3 account *:
- PI submits expenses to Department Account Tech, acct tech inputs in KFS.
- OSP RA submits a proposal application package electronically, via Grants.gov, NSF Fastlane, or other portal.
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- OSP SRA & RA handle account questions: Answers are determined by award conditions, federal regulations and University policy. PI & department tech are given a copy of the award for reference, too.
- OSP reviews expenses and issues invoices *.
- *Invoices not always necessary. Payments are received at Cashier’s Office and tracked by OSP.
- When the project is finished per the award end date, the file must be closed:
- OSP closes project in our database; Keeps physical files for 3 yrs unless otherwise specified in award.

- PI starts research or project.
- PI sends proposed Budget, Budget Justification, & Scope of Work to Research Administrator.

- OR

OSG (or SRA) can also help interpret guidelines, provide insight about previous awards from the sponsor, and help PI use OSP technical resources.

Legend:

- PI = Principal Investigator
- OSP = Office of Sponsored Programs
- SRA = Senior Research Administrator
- RA = Research Administrator

Abbreviations:

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* PI & Dept Tech get an email notification that the account has been started.