

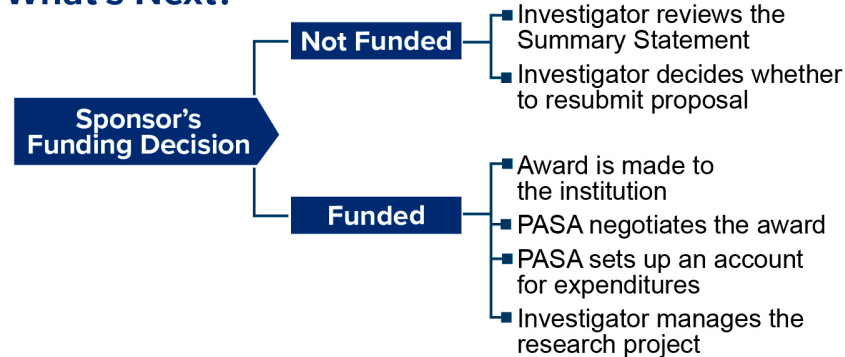
Research Proposal Preparation

University submits to sponsor

NOTE This is a suggested timeline with major milestones outlined. Planning and communication are key to working with the Office of Pre-Award Services and Agreements (PASA).

6 mos.	3-4 mos.	2 mos.	4 wks.	2 wks.	1 wk. to deadline
<ul style="list-style-type: none"> Review concept and science Provide feedback to principal investigator (PI) Find a funding opportunity Identify your team Determine whether you need a subcontract or other external personnel Develop research concept Discuss and circulate Review funding alerts and announcements for possible PI support 	<ul style="list-style-type: none"> Develop science post-feedback Discuss project with your research administrator Review request for proposal (RFP) guidelines and compliance requirements Discuss upcoming research project with PI and notify PASA 	<ul style="list-style-type: none"> Review draft budget Draft the project/research narrative Provide feedback to PI Secure Red Team Review members Outline project description Develop budget with research administrator Solicit biosketches Begin drafting supplemental documents Help PI develop budget, seek commitments, resources and required approvals 	<ul style="list-style-type: none"> Finalize budget and justifications Finalize biosketches Finalize supplemental documents Complete administrative part of proposal and enter into SpartaGrants 	<ul style="list-style-type: none"> Suggested Red Team Review Compile and review complete proposal PDF Final revisions of project narrative Complete all protocols and compliance requirements with RA assistance Help investigators complete all protocols and compliance requirements 	<ul style="list-style-type: none"> Submit to SpartaGrants Reviews proposal, certifies compliance requirements and provides institutional signature
<ul style="list-style-type: none"> Consult with research administrator and investigator to develop a timeline that addresses proposal development, resources, protocols, required approvals and budget 					

What's Next?



Responsible parties

- = Key partners (collaborators and key personnel)
- = Principal investigator (PI)
- = Research administrator (RA)
- = Office of Pre-Award Services and Agreements (PASA) or the School of Medicine Office of Grants and Contracts (OCG)

*PASA is the central administrative office responsible for signing off/submitting sponsored project proposals

*Office of Pre-Award Services and Agreements (PASA) or the School of Medicine Office of Grants and Contracts (OCG) is the CWRU School of Medicine's administrative office responsible for signing/submitting sponsored project proposals