# Research Proposal Preparation

**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).

<table>
<thead>
<tr>
<th>6 mos.</th>
<th>3-4 mos.</th>
<th>2 mos.</th>
<th>4 wks.</th>
<th>2 wks.</th>
<th>1 wk. to deadline</th>
</tr>
</thead>
</table>
| • 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 | • 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 | • 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 | • Finalize budget and justifications  
• Finalize biosketches  
• Finalize supplemental documents  
• Complete administrative part of proposal and enter into SpartaGrants | • 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 | • Submit to SpartaGrants  
• Reviews proposal, certifies compliance requirements and provides institutional signature |

Consult with research administrator and investigator to develop a timeline that addresses proposal development, resources, protocols, required approvals and budget

## What’s Next?

- **Not Funded**
  - Investigator reviews the Summary Statement
  - Investigator decides whether to resubmit proposal

- **Funded**
  - Award is made to the institution
  - PASA negotiates the award
  - PASA sets up an account for expenditures
  - Investigator manages the research project

### 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