

Step-by-Step Proposal Routing

1	IDENTIFY FUNDING	Identify your Announcement, Solicitation or Request for Application (RFA) and forward to ORSP Contact ASAP	Application and announcement can be: <ul style="list-style-type: none"> • web based, • electronic downloads • registration based
2	ASSEMBLE YOUR APPLICATION	With assistance and guidance from ORSP create checklist and timeline of submission including identifying internal (institutional) and external (sponsor/collaborator) documentations	<ul style="list-style-type: none"> • Determine the required contents of your application to ensure compliance • identify the parties responsible for providing or completing each component of the application
3	ROUTE AND REVIEW	Prepare application package for institutional routing and review including assembling all required documentation	Typical Application packages for routing include: <ul style="list-style-type: none"> • Budget and budget justification • Project Narrative or description • All relevant Internal forms and disclosures such as Proposal routing form (PRF), FCOI, and Cost-Share Form (if applicable)
4	APPROVAL	Secure Final Institutional Review, Concurrence and necessary Signatures at least 5 business days before the Sponsor deadline and deliver to ORSP	Typical signatories include, department chairs and deans. <ul style="list-style-type: none"> • In order to review and sign-off on your application Signatories will need a close to complete draft at the time of routing. • Determine if Signatory need to provide application endorsement such as letters and signed forms directly to sponsor