# Step-by-Step Proposal Routing

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<th>Step</th>
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| 1    | Identify Funding | Identify your Announcement, Solicitation or Request for Application (RFA) and forward to ORSP Contact ASAP. Application and announcement can be:  
- 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. 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:  
- 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.  
- 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 |