

Grant Proposal and Award Process Responsibility Table				
Activities	OSP	PI/PD	OC	PS
Initial Project Idea Generation		√		
Project Idea Expansion	√	√		
Searching for Applicable Funding Programs	√	√		
Comprehensive Grant Planning Meeting (if warranted)	√			
Assist with Funding Program Guidelines Interpretation	√			
Completion of Intent to Apply for a Grant Form		√		
Conflict of Interest Form Completion		√		
Human Subjects Protocol and Approval (if applicable)		√		
Animal Protocol and Approval (if applicable)		√		
Proposal Narrative Writing (if applicable, feasible and requested)	√			
Proposal Narrative Review and Editing Support (if requested)	√			
Communication with Sponsor (if requested)	√			
Providing Institutional Information for Proposal	√			
Obtaining Salary and Fringe Benefits Information	√			
Budget and Budget Justification Development	√			
Grant Proposal Ready for Submission		√		
Proposal to OSP Three Working Days Prior to Submission Date		√		
Cayuse 424® eRA System Approval Routing for Proposal	√	√		
Initial Pre-Submission Proposal Review Check	√	√		
Final Comprehensive Pre-Submission Proposal Review Check	√			
Electronic Proposal Submission to Sponsor	√			
Monitoring Proposal Review Process (If available)	√	√		
Proposal Approval or Non-approval				√
If Non-Approval, Attempt to Obtain Reviewer Comments for PI/PD	√	√		
If Approval, Award Documentation Processing	√		√	
Subaward Development and Processing (if applicable)	√		√	
Ensure PI/PD Aware of Report Deadlines	√	√		
Award Set Up in Financial System			√	
Assignment of a FOAP			√	
Extra Compensation Forms Submission (if applicable)		√		
Project Conducted		√		
Time and Effort Reporting (If applicable)		√		
Sponsor Reimbursement Drawdowns (If applicable)			√	
Programmatic Reports to Sponsor		√		
Financial Reports to Sponsor			√	
Project Completed		√		
Final Programmatic Reports to Sponsor		√		
Final Financial Reports to Sponsor			√	
Official Project Closeout and Document Archiving			√	

OSP = Office of Sponsored Programs; PI/PD = Principal Investigator/Project Director; OC = Office of the Controller; PS = Potential Sponsor

Note: The above activities are commonly used with grant proposal and award processing but can be adjusted to meet the appropriate needs of a particular grant proposal, award, subaward or PI/PD.