Proposal Development Process

Updated 10/2019

**Division**
- Principal Investigator (PI) finds a solicitation they'd like to submit for
- PI should inform their Division Administrator (DA) of the upcoming proposal with a link to the solicitation.
- PI works with DA to gather all necessary documents for review by Research Administrator (RA)
  - *If the PI does not have a DA, then they should reach out directly to their RA and work with them*

**HCO Business Office**
- When a DA is aware of an upcoming proposal, they should reach out to the appropriate RA to notify them
- RA will inform of deadlines (i.e. internal routing) based on solicitation

**OSP**
- Once the RA has reviewed and any necessary review comments implemented, the proposal is locked & routed by the RA using the Grants Management Applications Suite (GMAS).
- Routing should occur at least 5 business days ahead of the sponsor deadline and the proposal should be in it's final form (draft science documents are allowable for the routing deadline).
- 3 business days before the sponsor deadline all science documents must be finalized and uploaded before the end of the business day.