

## THE OFFICE OF SPONSORED PROJECTS PRE-AWARD

### MISSION

We work collaboratively with Principal Investigators (PIs) to facilitate high-quality research and grant applications. We are the university's resource for externally funded project development.

### SERVICES

- Review sponsor guidelines and identify key requirements
- Assist with project-related documents preparation, including budgets
- Complete required sponsor administrative forms
- Secure subcontracts with partner institutions
- Identify regulatory requirements
- Obtain academic (dean and chair) and institutional approvals
  - OSP utilizes SmartGrant, a grants and contracts database management system. Pre-Award will enter all proposals into SmartGrant then send emails through SmartGrant to the appropriate personnel for project approval. Post Award training for PIs is forthcoming.
- Edit final proposal drafts for grammatical errors\*
- Format all documents according to sponsor requirements
- Complete the final submission package and submit to sponsor

\*If you're unable to meet the timeline below, OSP may not be able to perform all services. We will make every effort to submit by the sponsor's deadline.

### TIMELINE

<b>3 WEEKS</b>	Alert OSP of planned submissions
<b>2 WEEKS</b>	Complete budget and proposal drafts
<b>1 WEEK</b>	Finalize budget and proposal drafts for OSP to edit and format
<b>5 DAYS</b>	OSP routes proposal to PI, dept. chair (or equiv.), college dean (or equiv.) for approval
<b>2 DAYS</b>	Final documents prepared for submission
<b>1 DAY</b>	Proposal submitted by OSP

