Grant Cycle

Proposal Documents for Cycle
1. Transmittal & Approval form
   a. Request for match, cost share, other University support (if applicable)
2. Agency application forms (if applicable)
3. Project Abstract
4. Budget form
5. Budget narrative

Internal Approvals
1. Dean of School
2. Project Director/PI
3. ORSP Associate Director
4. VP Finance
   If request for cost-share, federal $ or above $17,500 limit, then also:
5. Associate Provost
6. Provost

Additional Signatures
Letters of Commitment or Intent

Submittal
1. Online - Associate Director
3. Enter in Banner
4. Complete Pending File includes:
   a. Signed/Approved Transmittal Form
   b. Full Proposal
   c. Any other supporting document(s) as needed or required.

Award Packet
1. Award packet includes:
   a. Data Points Sheet (including report due dates)
   b. Banner Grant account(s) #
   ii. Banner line item budget
   b. Award letter

Not Awarded
Send copy of denial letter to PI and ORSP
File original denial letter (and reviewer comments, if available)

Awarded
1. Assemble award packet
2. Schedule award packet meeting:
   -PI
   -BUD
   -ORSP Exec/Assoc Dir.
   -Grants Financial Analysts
3. File original