Research Path

Responsible Party Legend

Faculty Member(s)

Office of Sponsored Programs (OSP) Research Administrator(s)

Project Administration (PA) / Financial Services

Faculty/Principal Investigator (PI) has an idea → Find a Funding Opportunity That Fits the Idea → Review the Guidelines (RFP, RFA, Announcement) → Decide if You Will Need Co-PI(s) or Collaborator(s) From Other Universities → Write a Proposal That Fits the Guidelines

Submit a Protocol Application if Required → At Least 30 Days Prior to Deadline, Submit Draft Proposal to OSP for External Review and Editing Suggestions → Obtain Letter(s) of Support, Scope of Work, Budget, Budget Justsification, Biosketch(es), Current and Pending Document and Subrecipient Commitment Forms from Collaborator(s) from Other Universities → Find Funding if Cost Share is Required

Enter Information into Maestro and Release to Research Administrator → "Complete" Compliance Items and Reporting Codes in Maestro → Compile a List of Payroll Supplies and Other Needs and Their Estimated Costs. (Get Quotes if Possible) → Create Budget → Create All Required Documents for Submission

Route for Internal Approvals in Maestro. Need a **Final Budget** and **Draft Narrative** to Route → **At Least 3 Days Prior to Deadline,** Submit ALL Required Documents to OSP for Review and Submission → Review Documents. Request Revisions if Needed → Upload all Documents into Online Portal → Download all Documents and Email to PI for Review and Approval to Submit

Submit to Sponsoring Agency → Receive Decision from Sponsor (Up to 9 months) → If Awarded, Notify PA → No Research Can Begin and No Funds Will Be Allowed to be Spent Until All Required Trainings and Protocols are Complete. This Includes Faculty and Students Working on the Research

PA Sets Up Award in Maestro → PA Emails PI the Account Number for Purchases → PA, Along With the PI, Manages the Award → PA Assists the PI with Deliverables → PA Assists the PI with Project Closeout

March 19, 2019