Research Path

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 Justification, 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