PRE-AWARD STEP SUMMARY

- **Step One:** Faculty member contacts Office of Research Services or sponsoring agency directly for information about grant opportunities, guidelines etc.

- **Step Two:** Faculty member develops proposal and budget and must communicate with Dean and/or Department Chair during process. Communicate with the Office of Research Services, especially if budget development is required.

- **Step Three:** GrantsERA system will obtain signature of Dean (and Department Chair if required by Dean) and of directors for all campus services (dorms, meals, Physical Education Center, Wheelwright, etc.). Office of Research Services will provide the name(s) of the necessary campus official(s). The signature of the Dean (and Dept. Chair if appropriate) constitute their awareness of an agreement with:
  - the relation of the project to the mission of the School and University, and
  - Commitments of time, personnel and other costs to the School (Deans and Department Chairs must be aware that faculty cannot receive summer teaching assignments that conflict with the time(s) which faculty receive summer salaries from grants).

- **Step Four:** Faculty member sends finished proposal to Office of Research Services.

- **Step Five:** ORS reviews proposal for:
  - conformity with institution's polices and sponsor's guidelines and requirements
  - typos, spelling, clarity and numerical accuracy
  - budgetary figures
  - revisions (if necessary) are made to the proposal.

- **Step Six:** ORS secures necessary University signature(s), makes required number of copies and submits the proposal to the sponsoring agency. University signatures constitute acceptance of terms and conditions of award and agreement to fulfill all financial obligations (matching) conditional upon award of the grant. This requires three working days.

*Upon receipt of an award ORS notifies the Office of Grant Accounting to open the appropriate account(s). Grant Accounting assumes responsibility for all costs accounting and adherence to financial guidelines, provides interim and final financial reports to the sponsor, and at appropriate times bills the sponsor for all allowable costs incurred on the project to date. ORS continues to serve as the point of contact between the University and the sponsor.*
*All changes to the project (major personnel, scope of work, objectives, rebudgeting, time extensions, etc.) must be routed through ORS and receive approval from appropriate University officials. When such changes are approved, ORS informs the appropriate University offices which in turn will alter their records.