

Grant Lifecycle & Chart of Responsibilities



	Funding Identification	Consultation	Proposal Development	Proposal Submission	Award Setup	Post-Award Management
Description	Search for and identify funding opportunities	Review RFP details	Develop proposal budget and accompanying materials	Ensure compliance with institutional and sponsor requirements	Review terms and conditions of award Prepare for transition to post-award management	Use grant funds to accomplish award objectives Maintain compliance with applicable regulations and policies
PI Role	Explore funding opportunities which align with proposed project Secure department head/director approval	Meet with OSP to review eligibility requirements and documents needed for submission Work with OSP to establish a submission timeline	Build draft budget and work with OSP to finalize budget Develop proposal narrative and accompanying materials Consider sustainability and funding for the project after the grant period ends if the work will be ongoing.	Submit final version of proposal to OSP Adhere to deadlines for submission, review, routing, and approval	Respond to any requests from OSP Review post-award management expectations Ask questions early and often	Adhere to institutional, federal and sponsor agency fiscal regulations Communicate with OSP Prepare any reports as dictated by sponsor and award terms/conditions Maintain required documentation
OSP Role	Assist PI with identifying and evaluating potential funding opportunities	Review eligibility and RFP requirements Create personalized proposal support plan, including submission timeline and document checklist	Review draft budget and work with PI to finalize budget Provide editorial review and feedback on draft proposal materials	Review, format, and upload proposal materials using required sponsor forms Obtain institutional signature and submit proposal* *Not guaranteed if documents are not completed by established deadlines	Negotiate and accept award terms and conditions Communicate with other university offices involved in managing the award Set up post-award transition meeting to review award management expectations	Adhere to institutional, federal, and sponsor agency fiscal regulations Communicate with PI Provide PI with budget data for adequate fiscal management of award funds Submit period progress and financial reports
Resources	Writing a Grant Proposal 101 Funding Opportunity Review Guide	Proposal Support Plan & Checklist	CMU Frequently Requested Data Budget Template	OSP Routing & Certification Form		Award Management Overview