



Grant Lifecycle & Responsibilities Chart

| | Funding Identification | Consultation | Proposal Development | Proposal Submission | Award Setup | Post Award Management |
|-------------|--|--|--|--|---|---|
| Description | Search for and identify | 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 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 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 clearly and often | Adhere to institutional, federal, and sponsor agency fiscal regulations Communicate with OSP Prepare any reports |
| 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 |



Funding Identification

- Description
 - Search for and identify funding opportunities.
- PI Role
 - Explore funding opportunities which align with the proposed project.
 - Secure Department Head approval.
- OSP Role
 - Assist PI with identifying and evaluating potential funding opportunities.

Consultation

- Description
 - Review RFP details.
- PI Role
 - Meet with OSP to review eligibility requirements and documents needed for submission
 - Work with OSP to establish a submission timeline.
- OSP Role
 - Review eligibility and RFP requirements.
 - Create personalized proposal support plan, including submission timeline and document checklist.

Proposal Development

- Description
 - Develop proposal budget and accompanying materials.
- PI Role
 - Build draft budget and work with OSP to finalize.
 - Develop proposal narrative and accompanying materials.
 - Consider sustainability and funding for the project after the grant period ends if the work will be ongoing.
- OSP Role
 - Review draft budget and work with PI to finalize budget.
- Provide editorial review and feedback on draft proposal materials.



Proposal Submission

- Description
 - Ensure compliance with institutional and sponsor requirements.
- PI Role
 - Submit final version of proposal to OSP.
 - Adhere to deadlines for submission, review, routing, and approval.
- OSP Role
 - 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.

Award Setup

- Description
 - Review terms and conditions of award.
 - Prepare for transition to post-award management.
- PI Role
 - Respond to any requests from OSP.
 - Review post-award management expectations.
 - Ask questions clearly and often.
- OSP Role
 - 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.

Post Award Management

- Description
 - Use grant funds to accomplish award objectives.
 - Maintain compliance with applicable regulations and policies.
- PI Role



- Adhere to institutional, federal, and sponsor agency fiscal regulations.
 - Communicate with OSP.
 - Prepare any reports.
- OSP Role
 - 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.