Grant Submission Process for College of Engineering

2-3 weeks before deadline (or earlier):
1. Submit Request for Service to the Engineering Research Administration team: http://red.engr.oregonstate.edu/basic-page/proposal-support

2. Ask colleague(s) to review your proposal and agree on a timeline.

2 weeks before deadline:
1. Meet with your assigned Proposal Manager to discuss proposal needs including budget.

2. Identify all required pieces of the proposal including letters, subcontractor documents, cost share agreements, sponsor forms, etc.

3. Set timeline for gathering and completing all items, and identify who is responsible for what.

1 week before deadline:
1. Complete Cayuse SP proposal screens, attach the following files, and submit for routing.

   - ☐ <u>Final</u> budget and budget justification
   - ☐ Draft research plan/technical narrative
   - ☐ Cost share agreements, if applicable
   - ☐ Subcontractor documents (budget, justification, scope), if applicable

2. Provide draft technical narrative to colleague(s) for review, if not done earlier.

6 days before deadline:
1. For proposals to be submitted via sponsor's website (e.g., FastLane, NSPIRES):

   a. Create proposal in sponsor's system as the PI.

   b. Enable your Proposal Manager to review and edit proposal by providing a Temp ID and PIN (FastLane) or adding as support staff (NSPIRES).

2. Complete sponsor-required forms and upload to sponsor website, or email them to your Proposal Manager for review and upload to sponsor or Cayuse.

   - ☐ Cover page
   - ☐ Biosketch for PI and Co-PIs
   - ☐ Current and pending support for PI and Co-PIs
   - ☐ Collaborators and affiliations for PI and Co-PIs
   - ☐ Data management plan
   - ☐ Letters of collaboration
   - ☐ Other items specific to solicitation

3 days before deadline:
1. Confirm that all pieces of proposal are complete and uploaded to sponsor website or sent to your Proposal Manager for review, other than technical narrative and references.

2. If available on the sponsor website, click the "Check" button. Address all errors and warnings, then run check again. Send any remaining warnings to your Proposal Manager for review.

3. Enable OSRAA access to proposal (FastLane: allow SPO check/edit/submit access).

4. Address any review comments from your Proposal Manager.

1-2 days before deadline:
1. Promptly address any review comments from OSRAA staff.

2. Upload your final technical narrative and any associated documents to sponsor website, or email them to your Proposal Manager for review and upload to sponsor or Cayuse.

0-1 days before deadline:
1. After OSRAA approval is received, notify OSRAA (proposals@oregonstate.edu) when your proposal is ready to be submitted. OSRAA will not submit without your explicit permission.