II. Proposal Development & Budgeting

Responsibilities	PI	Unit Admin	Dept. Chair	HSGAO	Dean's Office	VP Research	VP Finance	OSP	OGA	GCA	ORCA	IACUC	IRB	IBC	Research Park	Tech Transfer	Attorney	Auditing	Purchasing	President	Academic Affairs	Health Sciences	Grad School Dean	Gov Relations	Human Resources	RRT	ROC/Grants Admin	Facilities Mgt	Payroll
General																													
1. Identify and communicate required training courses for PI to be eligible to submit proposal				P				P	P	P	P																S		
2. Attend the required training courses prior to submitting application for funding	P			P																							S		
3. Provide proposal forms and application materials				P				P	P																		P		
4. Verify that there is some level of effort included in proposal per regulations	P			P				P																			P		
5. Ensure that the proposal gets to OSP by USA's internal deadline	P	S	S	P	S			I																			P		
6. Review and agree to proposal or application terms and conditions, as well as agency rules and regulations	P	P	P	P	P	P		P	S	S	S					S											S		
7. Confirm that the entire proposal meets administrative requirements outlined in the application instructions	P	S		P				P	S	S	S																S		
8. Ensure applicant has attended required training courses				P				P	S		S																S		
9. Ensure applicant is eligible to be a principal investigator	P		O	P	O			P	P		P																S		
Technical Proposal																													
1. Prepare technical proposal	P	S	S																								I		
2. Identify need for subcontracts and obtain their technical proposal	P	S		S				S	S																				
3. Identify need and request on- or off-campus space needed in addition to that already assigned to PI	P	I	I		I										I												I		

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4. Request modifications or renovations to ON-campus space if necessary	P	I	I		I																O	O					I	I	
5. Request modifications or renovations to OFF-campus space if necessary	P	I	I		I																O	O					I		
6. Identify potential space and approve request (within depts existing space allocation)	P	I	I		I																O	O					I	I	
7. Identify potential space and approve request (beyond depts existing space allocation)	P	I	I		I																O	O					I	I	
8. Complete appropriate forms from the IRB, IACUC, Chemical and Biological Safety Committee, or Radiation Safety Committee, etc. (see Section IV for more detail)	P	I	I	O	I			S			P																S		
9. Disclose current and pending support [Other Support], as it exists at time of proposal	P			O				O																			S		
10. Identify conflicts of interest and commitment and prepare COI disclosures (See Section IV)	P			S				S			P						I										S		
11. Conduct dept or admin unit review of proposal relative to scientific merit, resource utilization or other department-specific concerns (background intellectual property - IP)	I	P	P		P											P													

Proposal Budget

1. Submit pre-proposal	P			P				P																			I		
2. Prepare proposal budget and budget justification commensurate with sponsor and University policies	P	I	I	S	I			O	I																		I		
3. Select appropriate facilities and admin. rate and fringe benefits	P			O				O	I																		I		
4. Request a facilities and admin. cost waiver, if appropriate	P	I	I	O	I	O		O	O																		I		

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5. Provide help as needed to PIs and others on preparation of budgets and other forms		I	I	P	I			P	P																		P		
6. Request matching funds	P	I	I	P	I			O																			I		
7. Identify in-kind contributions according to University policy	P	I	I	P	I			O																			I		
8. Document all matching funds (in-kind or cash)	P	P	P	P	P			P																			P		
9. Identify and evaluate issues related to program income	P			P				P																			I		
10. Verify budget items are in accordance with A-21 (which also includes cost accounting standards	P	P	P	P	P			P		O																	P		