Kent State University Steps to Ensure a Successful Proposal Submission

10+ Business Days Before Deadline



5 Business Days Before Deadline



2 Business Days Before Deadline

Principal Investigator (PI):

- <u>ASAP</u>: Contact OSP with intent to submit and provide necessary info (link to RFP, collaborators, subawards)
- Inform department/college of intent to submit proposal
- If applicable, work with responsible unit(s) for any cost-share on proposal



Sponsored Programs (OSP)

- Create Kuali proposal record and grant PI access
- If applicable, contact proposal subawardees for budget and documentation



PI & OSP:

- Review proposal guidelines
- Develop budget in Kuali

PI:

- Complete Kuali tasks
 (questionnaire, science code,
 research designation, others as
 needed)
- All named personnel complete Kuali Certification



PI & OSP:

- Finalize budget
- Provide/upload documents as available



OSP:

- Review proposal for compliance with agency guidelines, institutional (and other applicable) policies
- Route proposal for institutional approvals

PI & OSP:

Finalize all proposal documents



OSP:

- Secure internal approvals
- Review final proposal
- Submit final proposal
- Review submitted proposal and submit updates or corrections as needed



PI:

- If applicable, log into agency system to view submitted proposal
- Contact Research Safety & Compliance for any special review

Ouestions? Please contact us!