

This handout is designed to briefly inform Principal Investigators (PIs) on the pre-award process. PIs are encouraged to review full procedures outlined in the [Grants & Contracts Procedures Manual](#).

Working with ORSP

Documents: Most likely, several documents (summary, narrative, biosketch, timeline, etc.) comprise your proposal package. As you complete each document, email it to your ORSP contact as an attachment in **Microsoft Word**. If your sponsor requires PDF documents, ORSP will perform the PDF conversions. ORSP saves all documents in an e-file for easy access and retention. Given sufficient time (at least five days), ORSP will assist in the review and editing of proposals.

Budget: Your budget should accurately detail the funds necessary to carry out the project. You are encouraged to work with ORSP on your budget to correctly calculate fringe benefit and indirect cost rates, document subcontracts/subrecipient agreements, consultants, and identify matching funds and/or cost sharing resources. Do not “pre-clear” a budget with a sponsor until ORSP has given approval to do so. Working with ORSP will save a great deal of time and speed up the proposal clearance process!

Obtaining Proposal Clearance

Your proposal must be routed through proper SFA channels for final approval by the President before submission to the sponsor. To initiate the approval process, complete, print and sign the [Proposal Clearance Form](#) (PCF). Questions listed on the PCF should be read and answered carefully. Paperclip the final, ORSP-approved budget and proposal narrative (narrative can be in draft form) to the PCF and forward to your department chair. Your chair will review and sign, then send up the channel for approval. If the proposal involves other senior personnel, all co-PIs must sign the PCF as well as their respective chair(s) and dean(s). ORSP must receive the PCF and accompanying documents **at least 3 business days** before the submission deadline to ensure adequate time for review and to obtain signatures by administration.

Proposal Clearance Process:

PI/co-PIs > Chair(s) > Dean(s) > ORSP > Vice President(s) > President

Depending upon the nature of your proposal, you may need to complete one or more of the pre-award forms and submit with the PCF for approval. If you feel your proposal warrants using one of these forms, please discuss with ORSP to ensure it is completed correctly.

- [Cost-share Detail](#) (if cost-share is required by sponsor)
- [IDC Reduction/Waiver Request](#) (if requesting the university to reduce or waive IDC)
- [Financial Conflict of Interest](#) (required for PHS and other [selected agency](#) applications)

Submission

Approved proposals are submitted by the Director of ORSP. PIs **do not** submit proposals directly to the sponsor, except in unusual circumstances and when cleared in advance by ORSP.

If sponsor eligibility requirements state the applicant must be a nonprofit 501(c)(3), the proposal will be submitted through the SFA Foundation. The proposal clearance process remains the same and ORSP will coordinate the submission with the Office of Development.