



Office of Sponsored Programs

STEPS TO SUBMITTING A PROPOSAL

- STEP 1:** **NOTICE OF INTENT TO SUBMIT** should be submitted in advance to Office of Sponsored Programs (OSP) located in Room 314, Page Hall or e-mailed to alharris@lunet.edu.
- STEP 2:** **PRINCIPAL INVESTIGATOR (P.I.)** must prepare his/her own **Proposal**. A routing form should accompany all proposals with signatures from the Principal Investigator, Department Chairperson, and Dean of the School.
- STEP 3:** **COMPLETE PROPOSAL REVIEW** should be submitted to Office of Sponsored Programs (OSP) for review **8 days prior to due date**.
- STEP 4:** **REVISIONS** should be made prior to submission. When discrepancies are found during the routing process, the full packet will be returned to the PI for correction(s).
- STEP 5:** **SIGNATURES OF APPROPRIATE DEPARTMENT HEADS** must be affixed to all documents. OSP Representative will forward the original proposal through the routing process for University signatures.
- STEP 6:** **THE OFFICE OF SPONSORED PROGRAMS** will assist with copies/mail preparation and/or electric submission.
- STEP 7:** **OSP RECEIVES AWARD NOTICE(S)** and submits to Accounting Department where an account is set up.

Additional Responsibilities of P.I.

- Day-to-day coordination of all activities generated by the respective project.
- Daily account of all expenditures charged under the project.
- Development and submission of progress reports and final reports to the granting agency.
- Development and submission of invention, patent, and equipment reports. The reports must be made on the forms provided or in the format required by the funding agency.
- Ensuring that any documents received from the agency are forwarded to the Office of Sponsored Programs (OSP).



NOTE: Forms for the procedures stated in this document can be obtained online and from the Office of Sponsored Programs (OSP).