Proposal Development Process

PI's Responsibilities	Business Manager(BM)	Office of Research Administration(ORA)
• Narrative • Current and Pending(NSF) • Bio-sketch(NSF) • CoA(NSF) • Thoroughly review RFP to know requirements • Any required and supplemental documents • Provided bulleted budget wishlist to Business Manager • Finalize budget justification • Certify proposal in KR • PI provides sub's budget contact info to BM • PI ensures and confirms that sub has active registration in sams.gov to receive federal funding(takes 4-6 weeks for new registrations) • NSF-provide NSF ID # and PIN for Fastlane • Grants.gov-provide workspace access • Upload all docs (other than budget and budget justification) in sponsor specific submission platforms. • Give ORA access to submission platforms and route proposal to ORA, to review and submit the proposal tothe sponsor. **Please reach out to your IRB Liaison during the proposal development stage, if your proposal has human subjects and sponsor requires IRB for submission.***	• Develop draft budget based on PI's wish list and send for review/confirmation • Upload all KR items • Serve as ORA liaison • Sub-awards: collect sub-awardee's budget and budgetjustification and review submitted administrative docs (sub-award commitment form) • Create/upload final budget in sponsor specificplatforms and attach final budget justification provided by the PI.	• Answer any questions from PIs' and BMs'. • Review final proposal • Submit the final proposal • Communicate with sponsor • Lead appeal process(if there to be any)