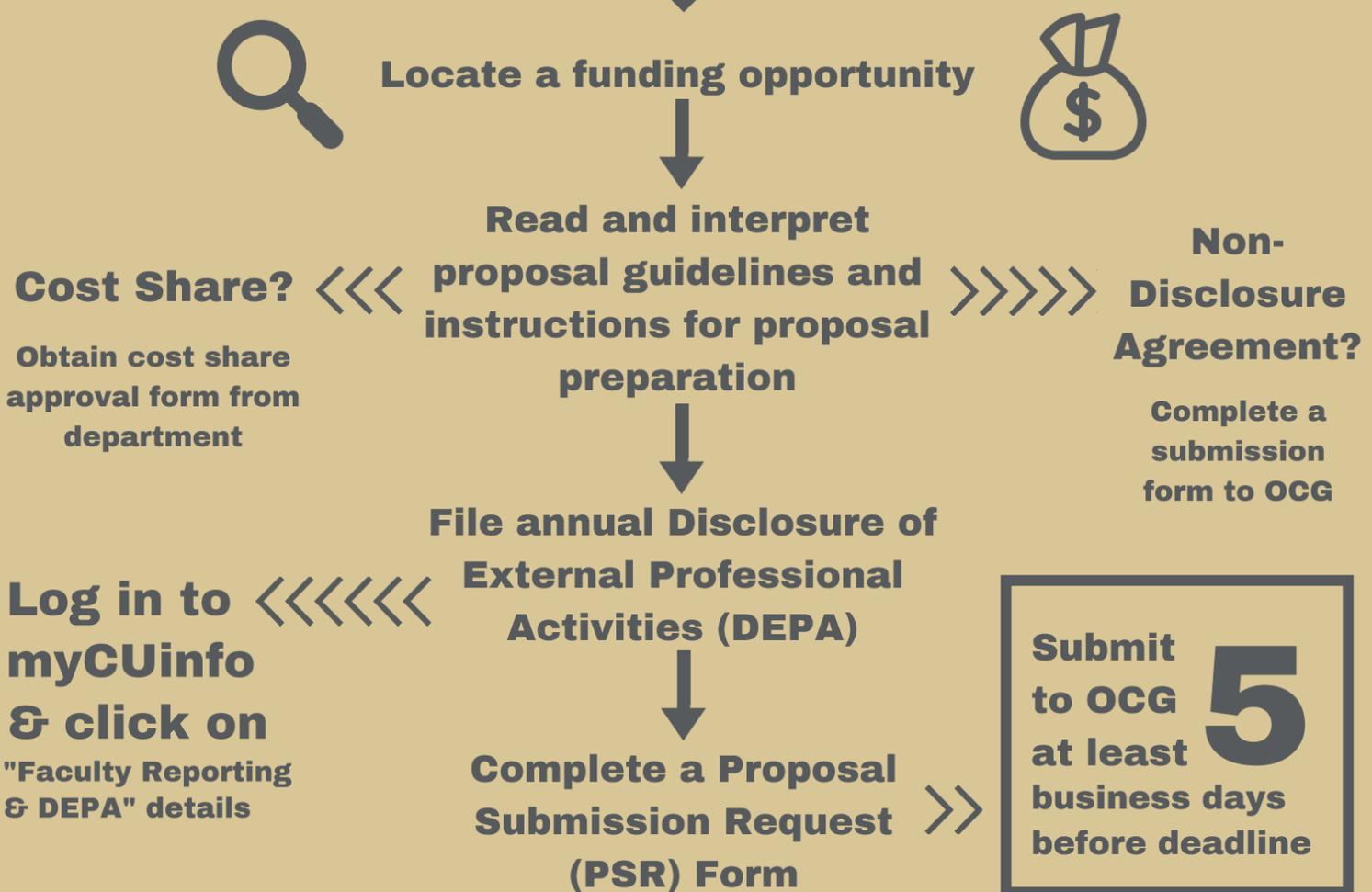


Proposals

Principal Investigator Roles & Responsibilities

Preparing to Submit a Proposal



Proposal Development

-  >> Email your Proposal Analyst (PA) with a completed PSR form and sufficient budget detail to begin budget development at least 5 business days before deadline. If applicable, your PA will contact identified subcontract institutions to obtain required documentation.
-  >> Revise and finalize budget in partnership with your proposal analyst. Ensure required person-months effort is available. PA will obtain final subcontract budgets, if applicable.
-  >> Develop and revise required technical documents based on solicitation requirements and guidelines. Update and collect biosketches and current and pending support documents for PI, Co-PI, and all senior personnel. Acquire letters of support from collaborators, if applicable. Gather all internal approvals needed before submission.
-  >> Depending on the sponsor, upload all finalized proposal documents to the sponsor portal OR email all finalized proposal documents to your PA. Generally, your PA will complete sponsor cover sheets and budgets forms.

Proposal Review & Submission

