## **Proposals**

Principal Investigator Roles & Responsibilities

## **Preparing to Submit a Proposal**



Locate a funding opportunity



Cost Share? <<<

Obtain cost share approval form from department

Read and interpret proposal guidelines and instructions for proposal preparation

NonDisclosure
Agreement?

Complete a submission form to OCG

Log in to <<<<< myCUinfo & click on

"Faculty Reporting & DEPA" details File annual Disclosure of External Professional Activities (DEPA)

Complete a Proposal

Complete a Proposal Submission Request (PSR) Form Submit to OCG at least business days before deadline

## **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**

PA reviews proposal package for errors

PA or PI
(sponsor will specify)
submits final proposal
package to the
sponsor

PI emails PA approval to submit when ready

PA identifies necessary or suggested changes

PI makes recommended changes or provides written justification for not making recommended changes

PI reviews proposal package for errors

