

Has a funding opportunity  
already been identified?

YES

NO

*Reach out to PDS to identify funding opportunity*

## OSRP Workflow



Notification of Intent to  
Submit

RFP Review & Check PI  
eligibility

Develop PI Checklist &  
Timeline

Meet w/PI

Assist w/Budget  
Development &  
Justification

Check-In w/PI

Seek Approval from Chair  
& Dean

Initiate Portal Shell in  
Agency Submission Portal

Review Proposal Package

Submit Proposal to  
Sponsor

Input Proposal Info into  
Grants Mgmt. System

Update Sponsor Decision  
in Grants Mgmt. System,  
if Awarded, Receive  
Award, Notify PI

Pass along to Post-Award  
Mgr. if Awarded

Post-Award Mgr. Notifies  
SPAC

SPAC Set-up Work Tag  
and Budget (*will fiscally  
manage budget from  
here. Visit [SPAC](#)*)

Budget Modifications  
• Within 4 weeks of award,  
PDS responsible  
• >4 weeks of award, Post-  
Award Mgr. responsible

PI Implementation  
Meeting

Award Compliance  
• COI  
• Cost Share Commitments  
• Subaward Distribution  
• Subcon Commitments  
• Prog Reporting & Other

Quarterly Programmatic  
Reports

Post-Award (non-financial)  
Administration  
• No-cost extensions  
• PI changes  
• SOW changes  
• Institutional transfer of grant

Monitor Award Lifecycle

CITI Training

Human Subject  
Applications & Review

IRB Oversight

Human Ethics  
Compliance & Integrity

*Begins after proposal submission or independent of proposal submission*