WILKES UNIVERSITY

Office of Sponsored Programs (OSP) Faculty-Initiated Pre-Award Flow Chart

Project or idea that requires external funding

Complete Intent to Apply Form, and **obtain signatures**

Send signed Intent to Apply Form to OSP with *at least* 4 weeks lead time before the deadline

OSP prepares and provides PI/PD with submission checklist

If a Pre-proposal or Letter of Intent is necessary, applicant will **prepare and submit or request one from** OSP

Applicant **prepares** proposal materials including:

- project narrative;
- abstract/summary;
- credentials (CVs / Biosketches / Resumes);
- budget items;
- Data Management Plan
- regulatory documents for IACUC and/or IRB (if applicable).

Applicant and project personnel **upload or submit** finalized drafts and regulatory documents to OSP.

OSP circulates budget for internal signatures.

OSP **finalizes** and **submits** grant package to funding agency.

Version 4, last revised 23 February 2014