

BME Proposal Submission Process

1. PI identifies Funding Opportunity

2. Notifies Pre-Award Office

3. Based on criteria below provides the following information

GT is Prime no sub	GT is Prime with a Sub	GT is sub
Funding Opportunity Number or Link	Funding Opportunity Number or Link	Funding Opportunity Number or Link
Study Title	Study Title	Study Title
Period of Performance	Period of Performance	Period of Performance
Detailed Budget	Detailed Budget	Detailed Budget
Budget Justification	Budget Justification	Budget Justification
NIH Addendum (signed by all PI's, if multiple PI proposal. PI from other institution(s) sign as well)	Contact information for Sub administrator	Contact information for Prime institution administrator
	Items Needed From Sub	Items required for sub
	Letter of Intent	Letter of Intent
	Detailed Budget	Updated bio-sketch
	Budget Justification	Any Prime institution related documents
	Updated Bios for all key personnel	Statement of Work (SOW)
	Completed Contact Information form	Completed Contact Information form
	RR Sub-Award Budget (not needed for modular budgets)	RR Sub-Award Budget (not needed for modular budgets) Detailed Budget
Routing Process	Routing Process	Routing Process
Grants Admin Initiates e-routing	Grants Admin Initiates Routing Form	Grants Admin Initiates Routing Form
Once complete the form is electronically forwarded to PI	Once complete the form is electronically forwarded to PI	Once complete the form is electronically forwarded to PI
PI signs and it is automatically forwarded for department approval	PI signs and it is automatically forwarded for department approval	PI signs and it is automatically forwarded for department approval
Routing Form goes to OSP	Routing Form goes to OSP	Routing form goes to OSP
Proposal Submission	Proposal Submission	Proposal Submission
GA-uploads doc to Cayuse, etc.	GA-uploads doc to Cayuse, etc.	PI confirms proposal is ready to submit
PI confirms proposal is ready to submit	PI confirms proposal is ready to submit	Sub-ward package is forwarded to OSP
OSP is notified proposal is ready for review	OSP is notified proposal is ready for review	OSP notifies PI/GA of corrections if needed
OSP notifies PI/GA of corrections if needed	OSP notifies PI/GA or corrections if needed	Corrections are made
PI/GA makes corrections	Corrections are made	OSP submits package to Prime Institution
OSP submits proposal	OSP submits proposal	

ALL PROPOSALS MUST BE ROUTED THROUGH THE OFFICE OF SPONSORED PROGRAMS, NO EXCEPTIONS

