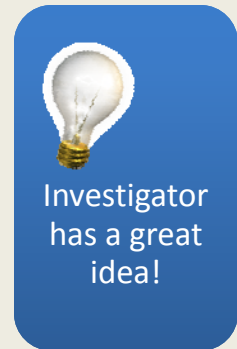


Proposal Submission



SEARCH FOR FUNDING SOURCE

If the investigator (PI) hasn't already identified an Agency and Program to which to submit his/her proposal, he/she searches for potential sponsors and programs using SPIN Plus, Grants.gov, Internet funding tools, college alerts, colleagues, etc.

REVIEW REQUIREMENTS

Once an opportunity has been identified, PI reviews announcement with an OGCS Grant and Contract Administrator (GCA) for issues like eligibility, program restrictions and/or requirements, and NAU requirements for proposal submittal including internal cost share approvals, F&A waivers, etc.

ARRANGE EARLY NOTIFICATIONS AND COMMITMENTS

PI completes Early Proposal Notification form to notify OGCS of the upcoming proposal and prepares proposal; consults with GCA, department and college on budgets and proposal form documents, and with colleagues on technical content. Concurrently, PI submits requests for cost share (including tuition) or F&A waivers, and compliance reviews (IRB, IACUC, biosafety, export control, etc.).



OGCS SUBMITS THE FINAL PROPOSAL

The approved proposal is submitted in accordance with the sponsor's instructions, including making all required copies and mailing the proposal and/or submitting the proposal electronically.

OBTAIN FINAL APPROVAL TO SUBMIT PROPOSAL

GCA reviews proposal and works with PI, department, and college to assure the changes are made. The final proposal is submitted to the OGCS Director who authorizes the submission of the proposal "by the Arizona Board of Regents for and on behalf of Northern Arizona University."

SUBMIT TO OGCS

PI submits completed proposal and PAF to OGCS at least FIVE days prior to the sponsor's receipt deadline (or a another date specified in writing with the GCA).

PREPARE AND REVIEW DRAFT PROPOSAL AND BUDGET

PI submits draft budget to GCA and circulates technical proposal for review by colleagues. Based on feedback from both, prepares final proposal and routes with Proposal Approval Form (PAF) for internal approvals.