PRE-AWARD PROCESS

1. Fill out an intake form
2. RA will reach out with checklist, draft budget, and/or additional questions
3. Finalize Budget
   - Statement of Work (SOW) – PI provides
   - Budget Justification – RA provides
4. Internal Routings for review and approval
   - RA will make suggested changes from the Grant & Contracts Officer (GCO) if needed
   - Documents requiring AOR signature will receive it during routings by the GCO and the RA
5. Wait for final documents
   - PI should send RA completed technical documents required for the proposal as soon as they become available so the RA has enough time to review and check for compliance
     - Documents can include, Project Summary, Project Description, Abstract, Biosketch, Current & Pending, References, etc.
   - RA will then upload all documents as per sponsor guidelines
6. Submit Proposal
   - RA will send a print view of the proposal package, if possible, for you to review. Once RA receives the go ahead to submit from the PI, the RA will notify ORSPA to submit the proposal.
   - RA will email PI once the submission has been confirmed by the sponsor.

**Please submit an intake form at least two weeks in advance for any request to ensure your compliance in a timely manner.