# Grant Cycle

## Proposal Documents for Cycle

1. Transmittal & Approval form
   a. Request for match, cost share, other University support (if applicable)
2. Agency application forms (if applicable)
3. Project Abstract
4. Budget form
5. Budget narrative

## Internal Approvals

1. Dean of School
2. Project Director/PI
3. ORSP Associate Director
4. VP Finance

If request for cost-share, federal $ or above $17,500 limit, then also:

5. Provost Office

## Additional Signatures

Letters of Commitment or Intent

## Submittal

1. Online - Associate Director
2. Mail – Office Asst.
3. Enter in Banner
4. Complete Pending File includes:
   a. Signed/Approved Transmittal Form
   b. Full Proposal
   c. Any other supporting document(s) as needed or required.

## *Not* Awarded

Send copy of denial letter to PI and ORSP

File original denial letter (and reviewer comments, if available)

## Awarded

1. Assemble award packet
2. If needed, schedule award packet meeting.
3. File original

## Award Packet

1. Award packet includes:
   a. Data Points Sheet (including report due dates)
      i. Banner Grant account(s) #
      ii. Banner line item budget
   b. Award letter