

## ARHU Sponsored Research Division of Responsibilities (Pre-Award) by Timeline

### Step One: Intent to Submit

Submit Intent to Submit Form

PI Responsibility

Reply to Intent to Submit with Timeline/Deadlines

College Responsibility

### Step Two: Prepare Materials

If using grants.gov, create workspace, become familiar with components, share workspace # in KR

PI Responsibility

Draft Proposal Narrative

PI Responsibility

Provide suggested edits/revisions for Proposal Narrative (if PI requests)

College Responsibility

Make edits/revisions to Proposal Narrative in response to College feedback

PI Responsibility

Draft Budget and budget narrative

PI and Dept (Business Manager) Responsibility

Draft/create attachments other than budget (resumes, work plan, data management plan)

PI Responsibility

Provide suggested revisions for non-budget attachments (if PI requests)

College Responsibility

Make suggested revisions to non-budget attachments in response to feedback

PI Responsibility

### Step Three: Initial Budget/Compliance Review

Ensure draft budget and narrative complies with Sponsor, Dept, and University Policies

Dept Responsibility (1st), College Responsibility (2nd)

Enter Proposal in KR and route once final

Dept Responsibility

PI Certifies Proposal in KR

PI Responsibility

Review Proposal details in KR and request changes, if needed

College Responsibility

Review budget, budget narrative, and other attachments. Request changes as needed.

College Responsibility

Make edits to Proposal in KR as needed

Dept Responsibility

### Step Four: Prepare application for submission through sponsor

If using grants.gov, upload all components

PI Responsibility

If using other sponsor portal, create login and upload all components

PI Responsibility

If using grants.gov, add Business Manager and College admin team to workspace for review

PI Responsibility

Provide compliance check of Grants.gov workspace (provided PI provides access)

College Responsibility

Edit Grants.gov workspace or sponsor portal application, as needed

PI Responsibility

### Step Five: Final Review and Submission

Final Review of Proposal in KR and Sign off

Dept Responsibility, Chair (1st), College Responsibility (2nd)

High level compliance Review of Proposal in KR and University Sign off

ORA Responsibility

High level compliance review of Grants.gov workspace or sponsor portal

ORA Responsibility

If federal proposal, submit as "AOR", if other sponsor portal, submit on behalf of PI

ORA Responsibility

*\*\*For ORA's full list of Roles and Responsibilities, including those related to post award processes, please refer to [this webpage](#).\*\**

## ARHU Sponsored Research Division of Responsibilities (Pre-Award) by Responsible Party

### PI Responsibilities (or coordinate completion with Dept point person)

- Submit Intent to Submit Form
- Draft Proposal Narrative
- Make edits/revisions to Proposal Narrative in response to College feedback, if requested
- Draft Budget and budget narrative
- Make edits/revisions to Budget and budget narrative, as advised by business manager
- Draft/create attachments other than budget (resumes, work plan, data management plan)
- Make suggested revisions to non-budget attachments in response to College feedback, if requested
- PI Certify Proposal in KR
- Create Grants.gov Workspace (if required) and enter all components into Grants.gov, OR enter information in other sponsor/funder portal.
- Add Business Manager and College admin team to Grants.gov workspace for review
- Edit Grants.gov workspace as needed

### Dept Responsibilities (ensure review/collaboration with PI)

- Draft Budget and budget narrative
- Ensure Budget and budget narrative Comply with Sponsor, Dept, and University Policies
- Enter Proposal into KR and route once final
- Make edits/updates to Proposal in KR, as needed
- Final Review of Proposal in KR
- Chair Review and Sign off

### College Responsibilities

- Reply to Intent to Submit with Timeline/Deadlines
- Offer suggested edits/revisions to Proposal Narrative (if PI requests)
- Compliance check of Budget and Budget Narrative regarding Sponsor, Dept, and University Policies (Second review)
- Provide suggested revisions for non-budget attachments (if PI requests)
- Review Proposal details in KR and request changes, if needed
- Review budget, budget narrative, and other compliance components and attachments. Request changes as needed.
- Compliance check of Grants.gov workspace (provided PI provides access)
- Final Approval of Proposal in KR and College Sign off

### ORA Responsibilities

- High level compliance Review of Proposal in KR and University Sign off
- High level compliance review of Grants.gov workspace
- High level compliance proposal in Sponsor portal
- If grants.gov or other federal portal, submit as "AOR" (PI must be available for last minute changes)
- Submit proposal in Sponsor portal or requested funder submission format (PI must be available for last minute changes)