Grant Submission Process for College of Engineering

2-3 weeks before deadline (or earlier):
1. Submit Request for Service to Engineering Research Administration office:
   http://red.engr.oregonstate.edu/basic-page/proposal-support
2. Ask colleague(s) to review your proposal and agree on a timeline.

2 weeks before deadline:
1. Meet with Engineering Research Admin staff to discuss proposal needs including budget.
2. Identify all required pieces of the proposal including letters, subcontractor documents, cost share agreements, sponsor forms, etc.
3. Set timeline for gathering and completing all items, and identify who is responsible for what.

1 week before deadline:
1. Complete Cayuse SP proposal screens, attach the following files, and submit for routing.
   - Final budget and budget justification
   - Cost share agreements, if applicable
   - Draft research plan/technical narrative
   - Subcontractor documents (budget, justification, scope), if applicable
2. Provide draft technical narrative to colleague(s) for review, if not done earlier.

6 days before deadline:
1. If proposal will be submitted via sponsor’s website (e.g., FastLane, NSPIRES), create proposal in sponsor’s system as the PI.
   a. Allow Engineering Research Admin staff to review and edit proposal by adding as support staff (NSPIRES) or providing a Temp ID and PIN (FastLane).
   b. Allow OSRAA to review proposal (FastLane: grant SPO check/edit/submit access).
2. Complete sponsor-required forms and upload to sponsor website, or email to Engineering Research Admin staff for review and upload to sponsor or Cayuse.
   - Cover page
   - Biosketch for PI and Co-PIs
   - Data management plan
   - Letters of collaboration
   - Current and pending support for PI and Co-PIs
   - Other items specific to solicitation
   - Collaborators and affiliations for PI and Co-PIs

3 days before deadline:
1. Confirm that all pieces of proposal are complete and uploaded to sponsor website or sent to Engineering Research Admin staff, other than technical narrative and references.
2. Address any review comments from Engineering Research Admin staff.

1-2 days before deadline:
1. Promptly address any review comments from OSRAA staff.
2. Upload your final technical narrative and any associated documents to sponsor website, or email to Engineering Research Admin staff for review and upload to sponsor or Cayuse.

0-1 days before deadline:
1. After OSRAA approval is received, notify OSRAA (proposals@oregonstate.edu) when your proposal is ready to be submitted. OSRAA will not submit without your explicit permission.