Grant Proposal Submission Countdown*

1. Determine research priority areas
2. Search for funding opportunities (i.e. PIVOT Funding Database)
3. Identify Funding Opportunity
4. Notify OSP with PropStart form; this connects to the Kuali Coeus (KC) Proposal Management System.
5. Request assistance on research design from the Initiative for Interdisciplinary Research Design & Analysis
6. Request review of “final draft” narrative by college Research Coordinator
7. Submit “completed proposal” to OSP using the Three-Day Rule (see definition)

Request Assistance from College Research Coordinator 1-12 months 1-4 months 7 business days 3 business days Sponsor Deadline

**PropStart Process & KC Overview**

**Submission from Start to Finish**

1. **GETTING STARTED**
   - Basic Information
   - Sponsor Information
   - Personnel Information
   - Institutional Questions

2. **DRAFT REQUIREMENTS**
   - Start/End Dates
   - Proposal Due Date
   - PI Name

3. **SUBMIT TO OSP REQUIREMENTS**
   - Start/End Dates
   - Proposal Due Date
   - PI Name
   - Working Title
   - Sponsor
   - Lead Department

4. **CLAIMED BY OSP**

5. **DEVELOPMENT STATUS**
   - Build Budget
   - Add Personnel Information
   - Add Attachments
   - Uploads

6. **INSTITUTIONAL ROUTING**
   - Route with Abstract & Budget
   - Route To:
     - PI > Chair > Dean

7. **SUBMIT TO SPONSOR**
   - Electronic Portal
   - Email
   - Hard Copy
   - System to System (S2S)

8. **SPONSOR RESPONSE**
   - Award
   - Rejection

**DRAFT MOVES TO DEVELOPMENT STATUS**

**PROPOSAL LOCKED**
OSP Review & Preparation for Internal Routing.

**SAVE DRAFT >>**

* Add additional time for limited submissions, external collaborators, or other situational circumstances.