PRE-AWARD FLOWCHART

STEPS FOR PREPARING YOUR PROPOSAL

1. YOUR IDEA Research scholarly or creative work

2A. SEARCH FOR FUNDING

- ☐ Use **Pivot RP** and **Grantforward**
- ☐ Filter for deadlines >2 months out
- ☐ Where do your colleagues get support for their work?
- ☐ Check publications for funding sources
- ☐ Funding agency, federal state, city foundation, other

2B. ELIGIBILITY QUICKCHECK

- ☐ Am I eligible to serve as PI at BC?
- ☐ Am I eligible for this award?
- ☐ Is BC an eligible institution for this award?
- ☐ Is there a pre-proposal or Letter of Intent requirement?
- ☐ Check with **ORSP** about eligibility

4. PROPOSAL PREPARATION

- ☐ Proposal checklist – required elements (varies from award to award)
- ☐ Budget – Is matching required?
- ☐ CV or Biosketch
- ☐ Letters of support or commitment required?
- ☐ Is **IRB** or **IACUC** approval needed?
- ☐ Other compliance documents?

3. NOTIFY ORSP ASAP

- ☐ Follow the link on the **ORSP site** – provide basic information on the grant
- ☐ Be sure to provide sufficient time for ORSP (>2 weeks)
- ☐ Start filing the **Grant Routing Form**

5. PROPOSAL SUBMISSION

- ☐ Coordinate with **ORSP** for proposal submission on-line
- ☐ Don't wait until the last minute! Submit >12 hours before deadline