Proposal Support Workflow

Preparation
1-2 months before submission

- Proposal Coordinator schedules intake meeting with PI
- Coordinator sends Intake Form to PI
- PI completes Intake Form
- Coordinator reviews Intake Form
- Create Cayuse record

Intake Meeting

- Coordinator discusses proposal details with PI
- Confirm details of RFP/NOFO
- Create coordination plan for collaborators/ sub-awards
- Create proposal development plan
- Coordinator provides doc templates to PI
- Plan internal deadlines

Proposal Development

- PI completes project description
- Coordinator completes assigned components
- Assemble subaward docs from Co-Is
- Create submission portal record
- PI and Coordinator check in weekly

Pre-Submission
14 business days

- PI/Coordinator check in: What still needs to be completed?
- Confirm NOFO/ RFP/Regulatory compliance
- Finalize subaward documents
- Gather completed docs, upload to Cayuse
- Coordinator and PI complete logistics
- Finalize Cayuse record

Pre-Submission
7 business days

- All components except project description are completed
- Upload to submission portal
- Submit Cayuse record for routing (OSRAA Policy)
- OSRAA reviews Cayuse record, grants approval to submit

Pre-Submission
1 business day

- Upload OSRAA-approved documents to submission portal
- Submit Proposal to sponsor (OSRAA Policy)
- **Relax**, you're done!