

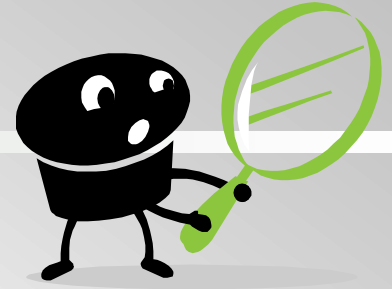
Proposal Process Overview

Office of Sponsored Programs



Where Do I Start?

Where Do I Start?



- Identify Funding Opportunities
 - <http://research.gmu.edu/ResearchDev/fundingsourcedatabase.html>
 - Sponsored Program Information Network (SPIN)
 - Foundation Directory Online
 - Grants.gov
 - Library – Kathleen Bell (kbell9@gmu.edu)

Where Do I Start?

- Notify Your Chair/Associate Dean for Research of your intent to submit a proposal
- Contact OSP early in the process by submitting an online request for assignment at:
<https://randed.gmu.edu>

Roles & Responsibilities

Principal Investigator



- Review Sponsor Guidelines and Program Specific Requirements
- Establish timeline with Grants Administrator
- Conflict of Interest Policy
 - Identify who is an ‘investigator’
 - Subrecipients
 - Submit Conflict of Interest Form at:
<http://coi.gmu.edu/>

Principal Investigator

- Secure any Departmental Agreements
 - Cost Share, Course Buyout, Space, Facilities, F&A Distribution
- Provide Budget Parameters
- Approve Final Budget
- Produce Technical Proposal
- Approve Final Proposal for Submission

OSP Grants Administrator

- Complete Sponsor Registrations
- Prepare Application Forms
- Coordinate Terms & Conditions Review
- Complete Reps & Certs
- Compile Current & Pending
 - All individuals proposed on the project must be identified prior to completing Current & Pending

OSP Grants Administrator

- Prepare Routing
- Initiate Routing Process
 - Banner Workflow
- Finalize Proposal Package
- Submit Final Proposal

Mason Pre-Submission Deadline

- Established by the Research Council
 - Mandatory Compliance
 - Reports Provided to Research Council
- Purpose of Policy
 - Resource Allocation
 - Internal Review and Approvals
 - Electronic System Issues
 - Grants.gov System Errors and Delays

Best Practices

- Allow plenty of time
- Reach out to Resources
- Comply with Established Deadlines
- Be Available on day of Submission

