Kent State University
Steps to Ensure a Successful Proposal Submission

10+ Business Days Before Deadline

Principal Investigator (PI):

- ***ASAP***: Contact OSP with intent to submit and provide necessary info (link to RFP, collaborators, subawards)
- Inform department/college of intent to submit proposal
- If applicable, work with responsible unit(s) for any cost-share on proposal

Sponsored Programs (OSP)

- Create Kuali proposal record and grant PI access
- If applicable, contact proposal subawardees for budget and documentation

PI & OSP:

- Review proposal guidelines
- Develop budget in Kuali

5 Business Days Before Deadline

PI:

- Complete Kuali tasks (questionnaire, science code, research designation, others as needed)
- All named personnel complete Kuali Certification

PI & OSP:

- Finalize budget
- Provide/upload documents as available

OSP:

- Review proposal for compliance with agency guidelines, institutional (and other applicable) policies
- Route proposal for institutional approvals

2 Business Days Before Deadline

PI & OSP:

- Finalize all proposal documents

OSP:

- Secure internal approvals
- Review final proposal
- Submit final proposal
- Review submitted proposal and submit updates or corrections as needed

PI:

- If applicable, log into agency system to view submitted proposal
- Contact Research Safety & Compliance for any special review

Questions? Please contact us!
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