Proposal Kick-off Meeting Roadmap

✓ Discuss budget; project activities, project staffing, collaborators, special needs or services

✓ Domestic or International? Subawardees, contract services or consultants?

✓ Set responsibilities for PI, department research admin and revisit timeline along with activities

✓ Cayuse upload:
- Completed documents
- Budget info

✓ Review application

8 Weeks from Deadline

6 Weeks from Deadline

4 Weeks from Deadline

2 Weeks from Deadline

1 Week from Deadline

✓ Review sponsor guidelines

✓ Identification of sponsor requirements and proposal components

✓ Discuss project, staffing, and collaborators

✓ Establish timeline for submission

✓ Schedule future follow-up meetings

✓ Start application in Cayuse

✓ Request supporting documentation from collaborators

✓ Modify budgeting information as necessary

✓ Review application components for sponsor compliance

✓ Complete application

✓ Begin electronic routing through SPH

✓ Modify application per OVPR review

✓ 48 hours prior deadline, swap draft technical narrative to FINAL

✓ DEADLINE or before: Submission