STEPS IN OBTAINING SPONSORED PROGRAM FUNDING

Identify your funding source

Get application details from RFA/PA
(i.e. F&A, eligibility, amount of budget, deadline, page limitations, etc.)

Consult w/OSP for advice, if necessary

Complete grant application package

Work with departmental grant manager, if you have one.

Contact CPHS if Human Subjects will be involved**. Includes: cells, surveys, medical records, etc.**

Complete on-line routing form (see page 7)

Attach: face page, budget pages, budget justification, project summary, and copy of RFA or PA.

Route for signatures

A&S	**DMS**	**THAYER**
Research Grant Manager	Principal Investigator	Principal Investigator
Principal Investigator	Department Chair	Dean
Department Chair	DMS Fiscal Office, if there will be cost sharing	Fiscal Office
Dean		
Fiscal Office (if cost sharing)		

OFFICE OF SPONSORED PROJECTS (for review & approval)