

# Life Cycle of an Award



PI may submit preliminary "white paper" to sponsor to 'vet' idea/ obtain comment

**PI INITIATES PROPOSAL PREPARATION**

PI –  
prepare proposal according to sponsor guidelines and load into electronic portal if federal

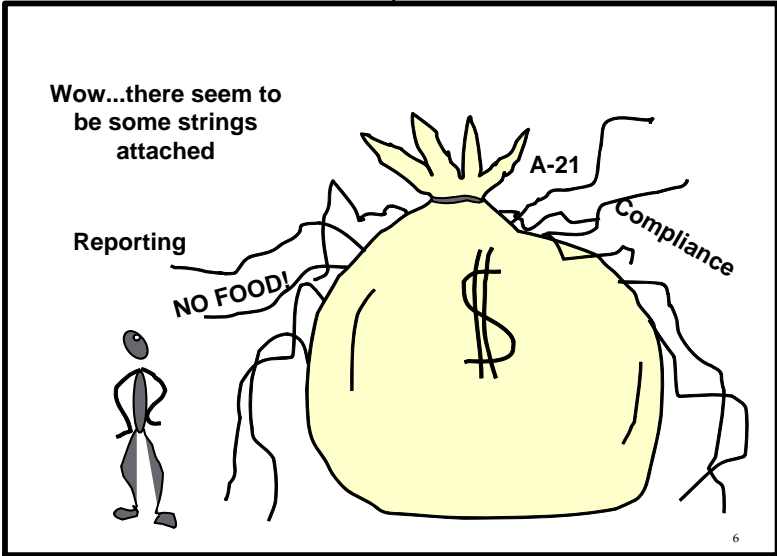
**Sponsor –**  
Receive "white paper" from PI;  
Receive proposal from OSR;  
Interface with OSR for additional documentation, etc.;  
Negotiate terms of agreement with OSR;  
Notify OSR of award;  
Distribute Terms and Conditions of award to OSR;

**OSR –**  
• Submit to sponsor  
• Negotiate with sponsor  
• Accept award  
• Notify PI

**FSC –**  
• review budget  
• Upload into e-portal  
• Submit to OSR

PI -- contact the following:

- Faculty Support Center (FSC) who will assist with preparation and liaison with OSR
- OSR to ensure allowability of submission



PI performs research and reports to technical point of contact

PI/department prepares and processes expenditure documents and submits to OSR

OSR reviews expenditure docs and submits to sponsor for payment; or, returns to PI for clarification or because unallowable

OSR initiates closeout of award

**SPONSOR**

\* PI submits progress & technical reports  
\* OSR submits financial, invention, prop. rpts