**Proposal Process Map**

**Principal Investigator**
- Principal Investigator (PI) selects Request for Proposal (RFP) and notifies Research, Discovery and Innovation Business Center (RDIBC) of intent to submit

**RDIBC**
- RDIBC receives Request for Proposal Assistance Form
- Deadline Feasible?
  - N → STOP
  - Y → Send email to PI communicating document deadlines to RDIBC
- Proposal Information Form
- Review RFP for sponsor specifications
- Review and complete Proposal Information Form with PI
- PI approves budget and budget justification?
  - N → Finalize budget and budget justification
  - Y → Create (Uaccess Research) UAR Proposal

**Sponsored Project Contracting Services**
- PI approves budget and budget justification?
  - N → Finalize budget and budget justification
  - Y → Create (Uaccess Research) UAR Proposal
- Follow up with PI/obtain final documents - narrative, Budget and Budget Justification and unique documents.
- All final documents received and complete?
  - N → Create UAR Proposal
  - Y → Recheck UAR data entry is correct, review attachments to make sure they have the same information as UAR, add important notes to provide clarification for routing as appropriate.
- Submit in UAR
- Monitor UAR routing and nudge approvers in the routing log

**SPCS or RDIBC submits?**
- SPCS submits grants.gov.pdf
- RDIBC submits proposal and keeps copy for records. Notifies PI of submission

**PI submits**
- PI submits. Request copy for RDIBC records.

**SPCS / RDIBC Submits**
- SPCS submits
- RDIBC approves and returns to Research Administrator (RA)
- Final to RDIBC Leadership for review and approval
- Monitor UAR routing and nudge approvers in the routing log
- Confirm who submits proposal?
- SPCS submits grants.gov.pdf

**Sponsored Project Submission completed**
- Proposal Submission completed
- SPCS / RDIBC Submits
- PI Submits