RESEARCH ADMINISTRATION PROCESS

1. PROPOSAL PREPARATION AND SUBMISSION
   - Identify potential sponsor
   - Prepare proposal
   - Prepare protocols

2. AWARD
   - Receive and review award terms and conditions
   - Provide information to facilitate, negotiate and accept contracts and subcontracts

3. PROJECT MANAGEMENT
   - Conduct research
   - Manage research
   - Manage funds
   - Manage personnel and lab operations
   - Submit timely progress reports

4. PROJECT CLOSEOUT
   - Complete and submit final reports
   - Follow closeout procedures and protocols
   - Disseminate research results and publish
   - Secure research data and records for storage