RESEARCH PROPOSAL PREPARATION

This is a suggested timeline with major milestones outlined.

Key Partners
Mentors, Collaborators
Dept Chairs & Senior Faculty

Review concept and science, and provide feedback to investigator.
Dept. Chair’s approval is required.

PI
Develop research concept. Discuss and circulate.

Review draft budget and draft proposal application, and provide feedback to investigator.

Develop science based on feedback and discuss project with RA.

Review guidelines and compliance requirements. Develop budget with RA.

Complete proposal.

Complete all protocols and compliance requirements with the assistance of RA.

Central Admin Staff
OSRS

NOTE: Planning and communication are key to working with central administrative offices.

Consult/respond with RA and investigator to develop a timeline that addresses proposal development, resources, protocols, required approvals, and budget.

RA
Help investor develop budget and seek commitments, resources, & required approvals.

Complete admin. part of proposal and submit via RMS* to OSRS.

Review the proposal in RMS.

Review draft budget and draft proposal application, and provide feedback to investigator.

Review draft budget and draft proposal application, and provide feedback to investigator.

6 Months
2 Months
4 Weeks
1 Week

Not Funded
Funded

University submits to sponsor

Sponsor’s Funding Decision

Investigator reviews the Summary Statement.
Investigator decides whether to resubmit.

Help investigator complete all protocols and compliance requirements. Submit proposal to OSRS.

Reviews proposal, certifies compliance requirements, & provides institutional signature.

OSRS is the central administrative office responsible for signing off/submitting sponsored project proposals and accepting awards on behalf of Washington University. Sponsored project proposals must be submitted and awards accepted only by individuals authorized to sign the necessary documents.

Revise proposal for resubmission/address reviewers’ concerns from Summary Statement

*Submit proposal attachments in RMS (e.g., budget, key personnel, compliance info, etc.)

PI = Investigator or Principal Investigator
RA = Department/Grants/Division/Research Administrators
OSRS = Office of Sponsored Research Services
SPA = Sponsored Projects Accounting
JROC = Joint Research Office for Contracts

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