This is a suggested timeline with major milestones outlined.

**University submits to sponsor**

**University submits to sponsor**

**Sponsor’s Funding Decision**

**Funded**

Investigator reviews the Summary Statement.

Investigator decides whether to resubmit.

Award is made to the institution.

SPA/JROC negotiates the award.

SPA sets up an account for expenditures.

Investigator manages the research project.

**Not Funded**

Investigator reviews the Summary Statement.

Investigator decides whether to resubmit.

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

**PI**

Review funding alerts and announcements for possible support for investigator.

Discuss upcoming research project with investigator, and notify OSRS.

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

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

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

Review the proposal in RMS.

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

**RA**

Develop research concept. Discuss and circulate.

Develop science based on feedback and discuss project with RA.

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

Review guidelines and compliance requirements. Develop budget with RA.

Complete proposal.

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

Dept. Chair’s approval is required.

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**Central Admin Staff OSRS**

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

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

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

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

OSRS is the central administrative office responsible for signing off/submitting sponsored project proposals on behalf of Washington University. SPA is the central administrative office responsible for 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.

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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