



Grant Submission Process



PI:

1. Discusses funding opportunity with ID/AID.
2. Completes Proposal Questionnaire Qualtrics survey.
3. Notifies Grant & Contract Support of intent to apply.

Grant & Contract Support:

1. Generates PD.
2. Provides checklist.
3. Notifies OSP.

PI:

1. Develops draft budget.
2. Writes/gathers submission documents.
3. Works with Grant & Contract Support to finalize budget.

Grant & Contract Support:

1. Works with PI to finalize budget.

PI:

1. Finalizes proposal documents.

OSP:

1. Reviews and provides feedback on budget and justification.

Grant & Contract Support:

1. Reviews and uploads documents.
2. Coordinates with OSP for budget approval.

PI:

1. Sends final submission documents to Grant & Contract Support

Grant & Contract Support:

1. Reviews and uploads final documents.
2. Routes PD for final approvals.

PI:

1. Submits proposal by email, funder portal, etc.

OSP:

1. Submits all proposals requiring Authorized Organizational Representative submission, inc. S2S.

Grant & Contract Support:

1. Supports submission as needed.