

Proposal Development Work Flow

Who is Responsible / Who to Call

Pre-Proposal	Faculty Researcher	CEAH	OPSA	SPA	ISU Foundation
Determine your research needs	Yellow				
Fill out Funding Search Request form	Yellow				
Email or send form to CEAH	Yellow				
Contact CEAH for an appointment	Yellow				
Provides training to find finding opportunities		Blue			
Offers specialized searches, if requested		Blue			
Create COS account login	Yellow				
Find and review funding opportunities	Yellow				
Rank funding opps into top 10 opportunities	Yellow				
Communicate with program officer at agency	Yellow				

Does your research involve...

	Faculty Researcher	CEAH	OSPA	SPA	ISU Foundation
...a conflict of interest (COI)?	Yellow				
...animal or human subjects in any way?	Yellow				
...graduate students?	Yellow				
...involve travel and/or foreign currency?	Yellow				
...hiring people who are not affiliated with ISU?	Yellow				
...the purchase of equipment?	Yellow				
Help with forms, if needed		Blue			
Determine routing procedure for funding opps		Blue	Red		Orange

If OSPA will process

Draft Proposal	Faculty Researcher	CEAH	OSPA	SPA	ISU Foundation
Write a Letter of Intent, if needed	Yellow				
Write complete draft of proposal	Yellow				
Create 1st draft of budget	Yellow				
Ask colleagues to critique draft	Yellow				
Request letters of support or reference	Yellow				
Review budget and budget justification		Blue			
Review proposal to meet funder criteria		Blue			
Revise proposal to meet funder criteria	Yellow				

Pre-Award

	Faculty Researcher	CEAH	OSPA	SPA	ISU Foundation
Create Login for Liquid Office/GoldSheet	Yellow				
Create ISU's Goldsheet Form		Blue			
Sign Goldsheet	Yellow	Blue	Red		
Submit all application materials to OSPA	Yellow	Blue			
Process/review Goldsheet (4 days minimum)			Red		
Submit Letter of Intent, if needed	Yellow	Blue			
Submit application materials to agency	Yellow	Blue			

Post-Award, if funded

	Faculty Researcher	CEAH	OSPA	SPA	ISU Foundation
ISU receives award confirmation/signs doc			Red		
Grant account is created				Green	
Helps to manage grant account		Blue			
Sends monthly account statement to PI				Green	
Notifies faculty about % spent on Budget		Blue		Green	
Notifies faculty of report deadlines		Blue			
Writes grant reports	Yellow				
Submits final budget to SPA accountant		Blue			
ISU verifies and approves final budget		Blue		Green	
Submits final report + budget to granting agency	Yellow				
Sends final statement to PI, account closed				Green	