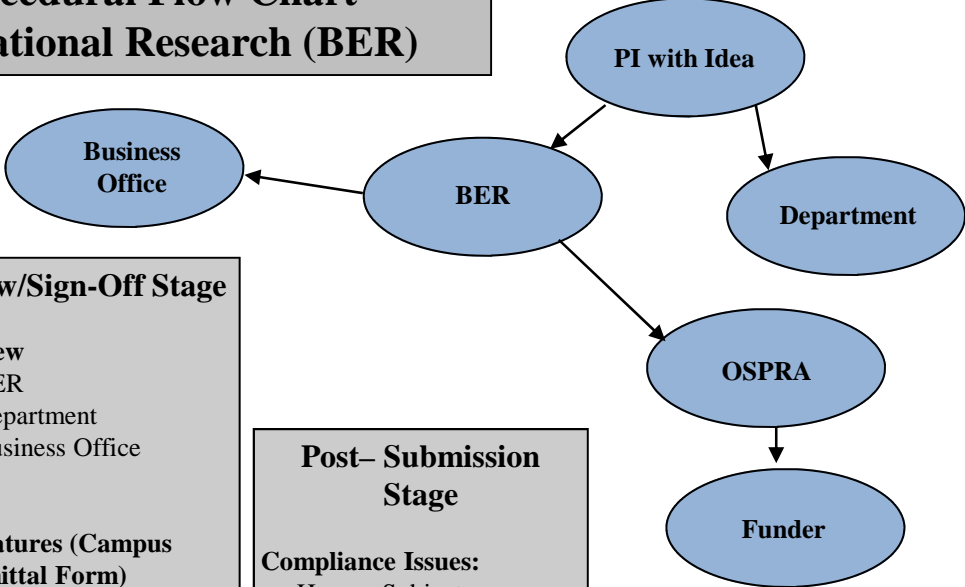


Proposal Procedural Flow Chart Bureau of Educational Research (BER)



Conceptualization

- Develop 1-Page Research Description
- Submit to Department Head and to BER

When to contact Jane Schingel or Jaya Shoffner at BER:

“I’m interested in identifying potential funding opportunities”.

“I’ve identified a ‘Request for Proposals’ (RFP) but need assistance with proposal submission”.

“I’m in need of budget preparation assistance”.*

“I’m in need of assistance with a pre-submission ‘ballpark’ budget”.*

Production

Proposal Contents

- Research Contents
- Human Subjects, including IRB-1 (preferred)
- School Letters
- Subcontracts
- Commitment Letters
- Other

Budget

- Internal Draft prepared by BER, shared with Business Office
- Changes in Work Scope

Review/Sign-Off Stage

1) Review

- BER
- Department
- Business Office
- PI

2) Signatures (Campus Transmittal Form)

- COE Signatures: PI, Department Head, BER, Business Office
- Non-COE Signatures: Other Campus Units, Int’l Programs and Studies

3) Send to OSPRA

- Campus Review
- Submission to Funder

Post- Submission Stage

Compliance Issues:

- Human Subjects, including IRB-1
- Other Requirements (e.g. just-in-time filing, communicate proposal status)

Negotiation

- Budget Revisions
- Changes in Work Scope

Post-Award Stage

Faculty

- Budget Reconciliation
- Reports to Funder
- Faculty Annual Report

College

- Institutional Reporting

Timeline for proposal submission support:

- Initiate contact with BER **at least 4 weeks prior** to submission of final proposal or as soon as possible.
- Final document must be submitted **5 working days prior** to sponsor deadline unless heavy submission traffic (IES, Dept. of Ed., NSF) dictates implementation of a ‘stepped submission cycle’. You will be informed of this within the initial meeting with BER staff..

*Inclusion of the BER in budget preparation at any stage of proposal submission, revision, continuation or renewal is strongly advised. BER staff will coordinate with the Business Office to finalize all budgets, however to ensure that your budget is in compliance with the RFP, you will need to begin the budget process with the BER staff.

