Proposal Development Plan

The Office of Sponsored Projects (OSP) strives to provide high quality, consistent customer service, and to meet internal and sponsor compliance standards. To achieve these objectives, OSP has established requirements for the internal review and submission of sponsored project proposals/applications ("proposal"*).

Principal Investigator (PI) Requirements	OSP Requirements
• Commit to developing the proposal in sufficient time to meet the internal approval and sponsor deadlines, as outlined on the proposal checklist to be provided by OSP. • For proposals $25,000 and above, ensure the Cayuse proposal** is ready for routing in Cayuse SP _no less than_ ten (10) business days before the sponsor deadline. **Due: _____** • For proposals below $25,000, ensure the Cayuse proposal is ready for routing in Cayuse SP _no less than_ five (5) business days before the sponsor deadline. **Due: _____** • Submit all proposal materials to OSP for final review _a minimum of_ three (3) business days before the sponsor deadline**.** **Due: _____**	• Prepare a proposal checklist with a development timeline, agreeable to the PI, that allows sufficient time to meet internal review and sponsor submission deadlines For timely proposals: • Route the Cayuse proposal in Cayuse SP within one business day from when it is completed by the PI • Review the proposal materials for compliance and adherence with all sponsor and college requirements • Submit or approve submission of the proposal to the sponsor by the sponsor deadline**. _____** [sponsor submission deadline]

Note: _Earlier due dates may be set to accommodate PI or OSP schedules._

Proposals that are not routed in Cayuse or submitted to OSP for final review by the timelines above **will not be eligible for submission to the sponsor** except under extraordinary, unplanned circumstances as determined by OSP. Grant Development Fellowship Awardees must meet the timelines above to receive their stipends.

To proceed with the development of a proposal, this document must be signed by the PI and OSP.

Proposal Title: _____

_____   _____

Print Name of PI   _Print Name of OSP Grant Officer_

_____   _____

PI Signature   _OSP Grant Officer Signature_

_____   _____

Date   _Date_

* Proposal: Includes all documents that are required for a complete Sponsor proposal or application package.
** Cayuse Proposal: Includes all sections and supporting documentation needed for the internal review/approval process