Proposal Submission

	UI (as prime recipient)	Subrecipient (UI's subrecipient)

PI

- Read, prepare RFP materials for submission *(Start)*
- PI identifies subrecipient for project *(Decision)*
- PI informs subrecipient research administrator to work with UI grants team *(Start)*
- Subrecipient grant support is not available *(Decision)*
- Subrecepient grant support is available, *(Decision)*
- Sign off on proposal in VERAS *(Process)*
- Submits proposal *(End)*

Grant Services Team (GST)

- Review RFP and agency requirements. Provide Budget and VERAS setup support. *(Process)*
- Subrecipient's grant/contract team works with GST & provides all necessary documents *(Process)*
- Agency requires subrecipient to upload documents in sponsor portal *(Decision)*

Chair/Dean

- Chair(s)/Dean(s) sign off in VERAS *(Process)*

OSP

- Pre-Award reviews RFP & proposal. Works w/PI & GST to address findings and routes for approvals *(Process)*
- Pre-Award reviews, approves and submits to the agency for awarding determination. *(Process)*
- Sponsor requires OSP to submit proposal *(Decision)*
- Sponsor requires PI to submit proposal *(Decision)*
- UI OSP ensures accuracy of Subrecipient materials before submission to Sponsor

Pass-through / Sponsor

- Receives proposal *(End)*
- Receives proposal *(End)*

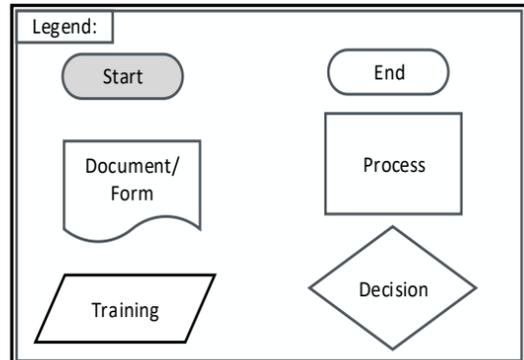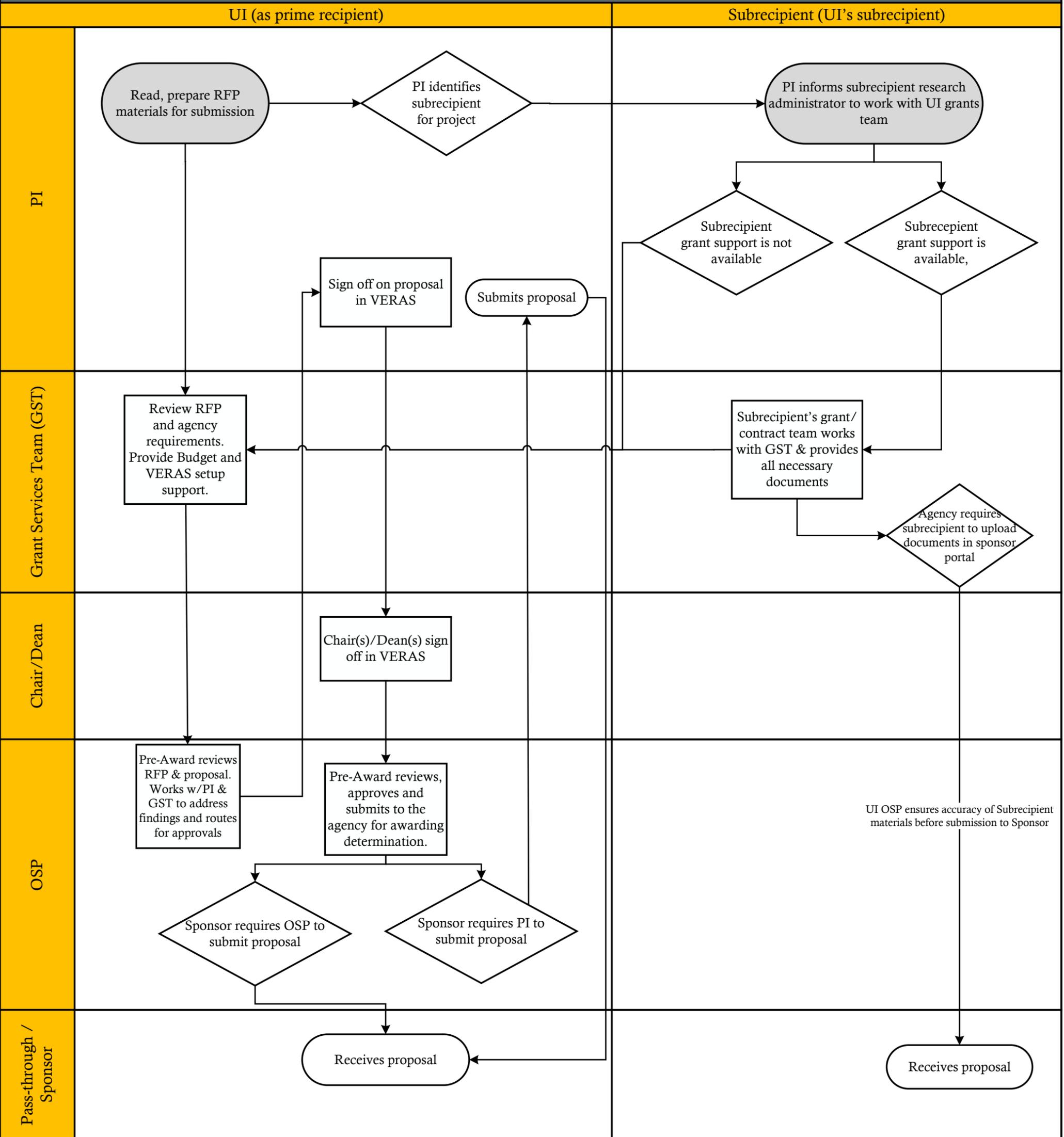**Legend:**

- Start
- End
- Document/Form
- Process
- Training
- Decision

Notes:

1. The OSP Pre-award team reviews proposals in a first-in, first-out, priority order. Proposals are reviewed in order, based on the date and time that all required proposal documents are ready for first review (while factoring for similar deadlines). Proposals must be ready for final review at least four business days prior to the agency (required) deadline.

FILENAME		
BP Proposal Submission		
DRAWN BY		REVISED
Rodrigo Juarez, John Grimes		8/1/2023