Florida Agricultural & Mechanical University
Division of Research/Office of Sponsored Programs
Proposal Preparation and Submission Process

Proposal Preparation

- PI identify funding agencies or response to funding announcements from FAMU OSP
- PI works with department and research dean's office(s) on preliminary aspects of the proposal.
- PI submits required internal forms to the Unit Head (Chair, Director, Dean, and Provost (if applicable) for signature(s).
    - Intent to Submit Form
    - Proposal Transmittal Form
    - Cash or in-Kind Match requests
    - Request for Letters of Support

- PI must complete FCOI, Responsible Conduct in Research, IRB, IACUC. Biohazard (if applicable), Export Control, and Fundamental of Grants Management trainings as applicable.
- PI must complete eProcurement and Travel training to approve all expenditures related to sponsored project.
- At least 5-10 business days prior to proposal submission date, PI submit proposal file to sponsor@famu.edu for ensuring that sponsor's submission procedures (agency url website or attachment required for RFP) are uploaded timely.

Proposal Development

- Prior to beginning the proposal, PI reviews the guidelines for the application process and the requirements.
- PI begins writing the technical/narrative portion of the proposal and develops the budget.
- At least 5-10 business days prior to the proposal submission date, PI submits the proposal file for routing and approval – all parts of the proposal, except the proposal narrative must be in final form (files completed and uploaded into the proposal package/format).
- The proposal transmittal and supporting documents must be is routed to and reviewed by the department chairs (or Center or Institute Directors) of the PI and all co-PIs, for department/unit compatibility, budget, or other commitments or use of facilities and by the dean(s) of the PI and all Co-PIs, for consistency with college or unit goals, budget, or other commitments or use of facilities.
- PI works with the Coordinator responsible for budget review in the Office of Sponsored Programs to finalize budget.

Proposal Finalization

- PI works with the Coordinator in the Office of Sponsored Programs to finalize the proposal package prior to submitting to funding agency. The OSP will review for compliance to university policy, state or federal regulations, budget and fiscal compliance, sponsor certifications and assurances, adherence to regulatory and safety compliance, and potential conflicts of interest.

Proposal Submission

- The OSP Coordinator will confirm with PI if the proposal is final and ready for submission.
- The Office of Sponsored Programs completes one final review of the proposal to makes sure it meets the requirements and guidelines of the sponsor's RFP.
- The OSP Associate Director and Director review for submission to Vice President of Research for final approval.
- The Office of Sponsored Programs submits the proposal to the funding agency – either electronically or in paper form. There are instances where the PI submits the proposal directly to the funding agency. When this occurs, the PI should inform the OSP that they will submit and provide the OSP with confirmation once the proposal has been successfully submitted to the funding agency.