**Grant Proposal Process**

**The Office for Sponsored Research and Award Administration (OSRAA) REQUIRES all research proposals/contracts/subawards, etc. to be submitted through Cayuse.**

Proposals must include project narrative and a budget. Cover page and contact information can be found [here](http://oregonstate.edu/research/osp/proposal-cover-page-application-information).

OSRAA requires a minimum of three working days to review and approve proposals.

**Please start process at least 45 days prior to proposal submission due date.**

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| **Timeline** | **Who:** | **Step:** |
| 65 days | PI | 1. Find Grants at: <http://research.oregonstate.edu/osraa/funding-opportunities> |
| 65-60 | PI | 1. Seek advice from Dean/Associate Dean on grant fit (if needed). |
| 65-30 | PI | 1. Create proposal, budget, and budget justification. Begin working on OSU-C Grant Routing Review Form. |
| 30-15 | BO, Assoc./ Dean | 1. Proposal, budget, budget justification and Grant Routing Review Form reviewed by Business Office and Associate/Dean. |
| 15-10 | PI | 1. Enter and submit proposal in Cayuse    1. List OSU-Cascades as department, unless it is a specific project for your home department. (OSU-C Org Codes – **starts with a 19xxxx**.)    2. List Kira Lueck as a Proposal Editor in the Research Team section – the sponsored effort and person months should be zero. |
| 10-6 | Assoc./Dean, BO | 1. Proposal reviewed/approved by OSU-Cascades. |
| 6-1 | OSRAA | 1. Proposal reviewed/approved by OSRAA. |
| 6-1 | PI, BO | 1. If needed, make corrections and resubmit to OSRAA. Once approved, PI sends proposal to agency. |
| ASAP | PI | 1. If proposal approved by agency, email sponsor contract to [OSRAA@oregonstate.edu](mailto:OSRAA@oregonstate.edu) for execution and copy Cascades Grants. |
| ~7-30 | OSRAA | 1. Contract negotiations and signatures. Once contract is fully executed, OSRAA will set up an account/index and will notify PI and OSU-C Business Office. (Please allow 7-10 business days for an index to be established.) Contact BO if a pending index is needed. |
| ~7-30 | BO | 1. Business Office to set up New Grant Kick-Off Meeting. |
| 40-50 | BO, PI | 1. Business Office will show PI how to monitor grants using the GRRS system, if needed. |

First point of contact for questions should be OSU-Cascades personnel. If unavailable, feel free to direct questions as follows.

Cayuse and proposal-related questions/correspondence can be sent to [proposals@oregonstate.edu](mailto:proposals@oregonstate.edu).

Award-related or general questions can be sent to [osraa@oregonstate.edu](mailto:osraa@oregonstate.edu)­.