



STEPS TO SUBMITTING A PROPOSAL

STEP 1: **NOTICE OF INTENT TO SUBMIT** should be submitted in advance to the Office of Sponsored Programs (OSP) located in Room 312B, Page Hall, or e-mailed to ardenna.harris@langston.edu

STEP 2: **PRINCIPAL INVESTIGATOR (P.I.)** must prepare his/her own **Proposal**. A routing form should accompany all proposals signed by the Principal Investigator, Department Chairperson, and Dean of the School.

STEP 3: **THE COMPLETE PROPOSAL REVIEW** should be submitted to the Office of Sponsored Programs (OSP) for review 7 days prior to the **due date**.

STEP 4: **REVISIONS** Once OSP receives the complete proposal package (including an Excel spreadsheet), it is sent to Oklahoma State University (OSU) for budget review. If there are any discrepancies, OSU will email to adjust the budget if needed. Once the package is completed, OSU will sign off on the route form, indicating their approval, and return it to OSP.

STEP 5: **SIGNATURES OF APPROPRIATE DEPARTMENT HEADS** must be affixed to all documents. OSP Representative will forward the original proposal through the routing process for University signatures. When discrepancies are found during the routing process, the full packet will be returned to the PI for correction and retransmission.

STEP 6: **THE OFFICE OF SPONSORED PROGRAMS** will assist with copies/mail preparation and/or electronic submission.

STEP 7: **OSP RECEIVES AWARD NOTICE(S)**. New awards are sent to the OSU Grant Accountant, Grants & Contracts Financial Administration, where an account is set up.

Additional Responsibilities of P.I.

- When collaborating with an institution or company, ensure that you obtain the required documents from the subrecipient.
- Day-to-day coordination of all activities generated by the respective project.

- Daily account of all expenditures charged under the project.
- Development and submission of progress reports and final reports to the granting agency.
- Development and submission of invention, patent, and equipment reports. Reports must be submitted on the forms provided or in the format specified by the funding agency.
- Ensuring that any documents received from the agency are forwarded to OSP.
- NOTE: Forms for the procedures stated in this document can be obtained online and from the OSP.