

PROPOSAL PREPARATION ROLES & RESPONSIBILITIES

PI: Principal Investigator

OSVCR: Office of the Senior Vice Chancellor for Research

PPM: Proposal Project Manager

RA: Research Administrator

Admin: Administrative Support

OSP: Office of Sponsored Programs

***When applicable**

	PI	OSVCR*	PPM	RA	Admin	OSP
Identify funding opportunity	X					
Inform departmental personnel of intent to apply	X					
Review request for applications (RFA); meet with PI to discuss/plan	X	X	X	X		
Build proposal timeline	X		X	X		
Create proposal in PERIS™ MyFunding				X		
Develop proposal budget	X			X		
Develop proposal project plan	X		X	X		
Obtain necessary information pertaining to subawards from other departments/institutions including: point of contact, approval letters, budget figures, and budget justification				X		
Confirm team personnel training and documents (Conflict of Interest disclosure, IP agreement, CITI training, etc.) are complete and up-to-date				X		
Formulate a plan to obtain letters of collaboration when required	X		X			
Provide templates for funder-specific guidelines			X			
Facilitate team meetings			X			
Schedule team meetings per PI priorities			X		X	
Designate proposal tasks	X		X			
Build shared team site and workspace			X			
Coordinate with outside consultants who specialize in proposal development to craft competitive grant applications for		X	X			

submission to Federal agencies and national foundations						
Liaise with other university units to solicit specific expertise and guidance	X		X			
Provide guidance on and collect required ancillary documents including, but not limited to: Biosketches, Current & Pending funding, Synergistic Activities, Collaborations and Affiliations (COA)				X		
Conduct review of proposal and provide comments	X	X	X	X		
Revise proposal as needed	X			X		
PI certification	X					
Submit proposal to OSP with all approvals				X		
Submit proposal via sponsor portal and provide submission status to PI				X*		X*

Additional Proposal Resources:

- [Proposal Editing Service](#)
- [Proposal Repository](#)
- [Proposal Preparation Checklists, Proposal Boilerplate, Proposal Writing Guides, & Professional Development Templates | Research Concierge Program](#)
- [Prepare Proposals | Office of Sponsored Programs | University of Pittsburgh](#)