PI submits SPOOF with intention of submitting a proposal
*reviewed by Associate Dean for Research

Pre-Proposal Prep
- PI Complete the Internal Questions (IQ) Form
- PI Send budget development information
- C & G Administrator sends a timeline with additional items and important dates

Contracts & Grants Office
- Check to ensure that all sponsor required components of the proposal are complete
- Check that sponsor requirements, such as page limits and formatting, are correct (time permitting)
- Complete sponsor required administrative forms
- Complete UCSB required forms
- Complete UCSB Office of Research datasheet
- Confirm Human Subjects status
- Submit the proposal to UCSB OR for formal review

Office of Research Review
- Check all administrative forms & budget
- Check for compliance with UC, UCSB & sponsor requirements
- Confirm that all of the required approvals are in place
- Check all cost share/matching requirements have been met
- Send review comments to GGSE Contracts & Grants Office

Contracts & Grants Office
- Make any required corrections to the sponsor and campus administrative forms and budget sheets
- Acquire the required signatures (Dean, PI, Sponsored Projects Officer, Co-PIs, etc.)

Proposal is submitted to the sponsor.
*Depending on the sponsors' requirements, this may be done by the GGSE Contracts & Grants Office, the PI or the UCSB Office of Research.

Sponsor Due Date

4/12/2018