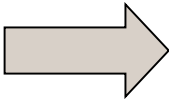


PI submits SPOOF with intention of submitting a proposal
*reviewed by Associate Dean for Research

45 Days

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



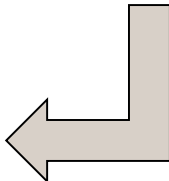
PI submits complete proposal to GGSE
Contracts & Grants Office
*Two weeks before deadline

If necessary, proposal will be returned to PI for adjustments



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



3 Day

5 Days Minimum

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.)



If necessary, proposal will be returned to PI for adjustments

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.

2 Days Prior to Sponsor

Sponsor Due Date