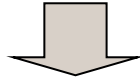


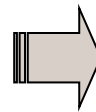
**PI submits complete proposal to
GGSE Contracts & Grants Office**



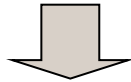
**1 Day
Minimum**

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



*If necessary, return
proposal to PI for
adjustments*



**5 Days
Minimum**

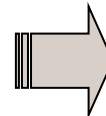
Office of Research Review

- 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

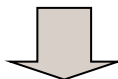


Contracts & Grants Office

- 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, return
proposal 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
Deadline**