CALS Grants and Contracts - Customer Service Process

Principal Investigator Procedures
1. At least 6 days before the grant is due, inform CALS Grants and Contracts about the upcoming proposal.
2. Meet with Grants Staff to create budget and determine the method of submission to the sponsor.
3. Write Abstract and Budget Justification.
4. Send to CALS Grants and Contracts.
5. If the SF-424 form or other online document is required CALS Grants and Contracts will fill out the budget and contact information and email to document to the PI. PI will attach the rest of the documents.
6. Email completed SF-424 to Sponsored Projects. This may be done either before or after CALS submits the basic package for signature routing.
7. Approve the Online PRS.
8. Wait for CALS Grants & Contracts to inform PI of Sponsored Projects approval if PI is going to notify sponsor directly. Note**After Oct. 1st 2013, UAccess Research can be set up to give an automatic notice when work is complete.

CALS Grants and Contracts Procedures
1. Read source documents designated by PI.
2. Identify format, budgetary, and justification instructions. Relay information to the PI.
3. Consult with PI to create budget and cost share form.
4. Type the PRS, and online Proposal Routing document.
5. Gather documents for basic package Abstract, Budget, Justification, Stipulation and signed Cost Share form.
6. Submit package to Sponsored Projects using the online portal to begin signature routing.
7. Fill out the SF-424 form.
8. Determine and inform PI of documents and attachments required by the sponsor.
9. PI will receive email from Sponsored Projects or CALS Grants and Contracts when basic package is available for online approval.
10. Contact department when basic package is available for departmental approval.
11. Approve basic package for the college.
12. Deal with Sponsored Projects Pre-award questions.
13. Inform PI and Department when package has been signed by Sponsored Projects. Note **After Oct. 1st 2013, UAccess Research can be set up to give an automatic notice when work is complete.