PRE-AWARD PROCESS FOR PROPOSALS WHICH INCLUDE A SUB-AWARD

PI develops a work plan which establishes the need for a sub-award and submits to Pre-Award Division

Pre-Award: Studies the workplan and assists in development of the corresponding budgets for the proposal, including a budget for each sub-award and any other pertaining documents

Proposal is prepared and submitted to the following for review and approval: OSP, Dept. Chair, Dean, Subawardee Pl's

Once the proposal has been approved by all aforementioned units, the OSP will forward the document to the chancellor for final approval before submitting to the corresponding agency.

Once the Chancellor has approved the document for submission, Pre-Award proceeds officially submit the proposal to the agency using the corresponding electronic method. A copy of the proposal will be sent to each aspiring subawardee PI.