**Chemical Engineering Proposal Workflow Process**

Faculty member desires to submit a proposal.

Email Research Administrator (Shirley Pavlischak) at least 2 weeks (preferably more) prior to the due date with notification that a proposal submission is needed.

This email should contain:

- Sponsor & Solicitation Number
- Proposal Due Date
- Title of Proposal
- Request for draft budget listing items for budget and estimated amount
- Statement of Work

Draft budget will be prepared and emailed to faculty member for approval or request changes.

Once a final budget has been decided upon and Research Administrator has been given all the necessary information listed above, the proposal and budget information will be entered into SPARCS (CMU’s proposal system).

Concurrently, RA will open the proposal in government proposal system (Research.gov, grants.gov, etc) or if this is subcontract, will reach out to lead institution RA to determine what forms, documents and letters are needed and timeframe for submission.

If there is cost share required by the sponsor, please be prepared to provide information to RA about PI plans to cover the cost share. If discretionary funds are not available, proactively have a conversation with business manager/department head to determine if any assistance can be provided. If cost share can’t be covered, most likely the proposal cannot be submitted.

If sponsor is a non-gov’t entity and has a cap on F&A, the college requires recovery of a portion of F&A which needs to be covered by PI. Usually comes from discretionary but there may be other options. Be prepared to provide information on how this will be covered or proactively discuss with business mgr./dept head.

RA will be responsible for budget, justification, letters of commitment/intent. If a signature is required by OSP, they will not sign anything until SPARCS is completed and approved.

RA will open and complete all forms and proposals in government proposal systems. It is the PI’s responsibility to prepare all the required scientific portions of the proposal according to the requirements of sponsor and send to RA for upload to the proposal system.

Once RA has received all final documentation for the proposal from PI, RA will complete the proposal and will create a final version for the PI to approve.

Pi must give the final authorization to RA to allow OSP to review and submit the proposal.
Submitting a proposal to a nonprofit, agency or a subcontractor

Currently, OSP doesn’t get involved in these submissions.

Most times the PI will handle the submission directly to the organization via email to the PI at the lead institution or via an agency website. RA can assist with the usual budget, justification and letters/signatures as needed. RA will need the email that is sent by the PI to the agency with all the proposal submission attachments. This must be uploaded to SPARCS by the RA as required by OSP as this is considered the official submission package.

All proposals are done in US dollars. If a PI is working with an entity outside the US and needs a budget in a different currency, it is the PI’s responsibility to convert the budget provided by RA to sponsor currency and format.

Please keep in mind, “the earlier the better”. Last minute scrambles aren’t good for the PI, RA or OSP and can result in a proposal not being submitted should there be a last-minute problem that can’t be fixed by the deadline hour.