

IPSR Pre-Award Grant Services Flowchart

Researcher(s) or Principal Investigator(s) / IPSR Grants Office

Six Weeks or More Before Deadline Three to Four Weeks Before Deadline Two Weeks Before Deadline

**Step 1:
Develop
Concept**

- Research idea/concept
- Notify IPSR of intent to submit

- Assist with funding search
- Identify and contact potential Collaborators
- Provide meeting space
- Contact program officer with questions

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**Step 2:
Develop
Proposal**

- Notify KUCR of intent to submit
- Write proposal
- Assist with literature review
- Set internal deadlines, tasks
- Interpret guidelines
- Develop detailed budget
- Assist with editing, collecting resumes, boilerplate
- Obtain letters of support
- Assist with agency forms
- Arrange outside review of text

- Notify KUCR of intent to submit
- Develop standard budget
- Assist with editing, collecting resumes, boilerplate
- Obtain letters of support
- Assist with agency forms

- Notify KUCR of intent to submit
- Review budget
- Assist with collecting resumes, boilerplate
- Review agency forms

**Step 3:
Obtain
Signatures
and
Approvals**

- Obtain KUCR review
- Obtain KUCR signoffs
- Assist with/Obtain HSC approval (if applicable)
- Obtain internal signatures

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**Step 4:
Submit
Proposal**

- Copy, mail, or upload proposal

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