



## Grant Proposal Submission Policy Department of Child and Family Studies

1. The PI works with the sponsor on a research, training, or other sponsored activity (OSA) idea or identifies a research opportunity from an announcement (ex. RFA, RFP, PA, etc.).
2. The PI develops an abstract with potential co-PIs and other key personnel and presents the plan via a Proposal Abstract form to their supervisor and Division Director for review and copies to the Unit Research Administrator (URA). The form should include a link to the funding opportunity and all required form details. This form is used to obtain permission to pursue an opportunity to ensure it would fit the researcher's career path and the goals and mission of the division, department, and college. This form is also used as an initial approval of effort, cost share, and GRA tuition, as well as a starting point for the URA to begin the proposal. A form is required for any opportunity sought, even if CFS is not lead.
3. If the PI is not eligible to serve as PI, their supervisor helps to identify a mentor and seeks approval for the special PI to be designated as PI by following the special PI approval process.
4. If the department needs to provide coverage for time spent on grant writing (non-tenure track faculty only), the PI should indicate this on the form. The division director must specifically agree to provide this coverage in their approval. Once the supervisor and Division Director approve the proposal abstract form, the Division Director's approval should be sent to the Chair. Once the Chair approves, the URA will send the PI a checklist.
5. The PI should schedule a meeting with the URA to review the budget, RFP, application requirements, deadlines, etc.
6. After meeting with the PI, the URA will draft the internal budget based on the PI's input, including any subcontracts (with detail), and submit it to the PI for approval.
7. Once the budget has been finalized, the URA completes a USF Internal Form and notifies the PI to review and electronically sign the form. The form will also gather the coPI, co-I, Chair, and Dean signatures.
8. The PI identifies if letters of support are needed. Provide a sample letter to contact and provide a timeline for receipt.
9. The PI collects all vita/biosketches for key personnel, including current/pending obligations if required (check for compliance with RFA).
10. The PI submits the final version of the proposal to the URA for review.
11. The URA works with the PI to complete the application adhering to sponsor and RFP requirements for content and formatting.
12. The URA ensures that all proper documentation has been secured for financial conflicts of interest and subcontracts.
13. The URA submits the proposal and all compliance documentation to Sponsored Research for review.
14. Upon Sponsored Research's review, the PI works with the URA on any changes/concerns.
15. The proposal is submitted to the sponsor by the grants team, and the PI is informed of the submission.

PI must be available (on campus) at time of submission in order to address any issues that may arise.

Please note that no work may begin on the proposal without a fully approved Proposal Abstract form. It is USF policy that sponsored research reviews and approves all proposals. The final version of the full application must be submitted to Sponsored Research at least five (5) business days before the submission deadline. To meet this deadline, the URA needs to receive the final version at least seven (7) business days before the deadline, allowing two days to review all submission requirements against the final draft, compile all documentation, and double check any last-minute changes.