



## II. Proposal Development & Budgeting

Responsibilities	PI	Unit Admin	Dept. Chair	HSGAO	Dean's Office	VP Research	VP Finance	OSP	OGA	GCA	ORCA	IACUC	IRB	IBC	Research Park	Tech Transfer	Attorney	Auditing	Purchasing	President	Academic Affairs	Health Sciences	Grad School Dean	Gov Relations	Human Resources	RRT	ROC/Grants Admin	Facilities Mgt	Payroll
4. Request modifications or renovations to ON-campus space if necessary	P	I	I		I																O	O					I	I	
5. Request modifications or renovations to OFF-campus space if necessary	P	I	I		I																O	O					I		
6. Identify potential space and approve request (within depts existing space allocation)	P	I	I		I																O	O					I	I	
7. Identify potential space and approve request (beyond depts existing space allocation)	P	I	I		I																O	O					I	I	
8. Complete appropriate forms from the IRB, IACUC, Chemical and Biological Safety Committee, or Radiation Safety Committee, etc. (see Section IV for more detail)	P	I	I	O	I			S			P																S		
9. Disclose current and pending support [Other Support], as it exists at time of proposal	P			O				O																			S		
10. Identify conflicts of interest and commitment and prepare COI disclosures (See Section IV)	P			S				S			P						I										S		
11. Conduct dept or admin unit review of proposal relative to scientific merit, resource utilization or other department-specific concerns (background intellectual property - IP)	I	P	P		P											P													

## Proposal Budget

1. Submit pre-proposal	P			P				P																				I		
2. Prepare proposal budget and budget justification commensurate with sponsor and University policies	P	I	I	S	I			O	I																			I		
3. Select appropriate facilities and admin. rate and fringe benefits	P			O				O	I																			I		
4. Request a facilities and admin. cost waiver, if appropriate	P	I	I	O	I	O		O	O																			I		

