**IPSR Pre-Award Grant Services Flowchart**

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

### Six Weeks or More 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

**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

**Step 3:** Obtain Signatures and Approvals
- Obtain KUCR review
- Obtain KUCR signoffs
- Assist with/OBtain HSC approval (if applicable)
- Obtain internal signatures

**Step 4:** Submit Proposal
- Copy, mail, or upload proposal

### Three to Four Weeks Before Deadline

**Step 1:** Develop Concept
- Notify IPSR of intent to submit
- Provide meeting space
- Contact program officer with questions

**Step 2:** Develop Proposal
- Notify KUCR of intent to submit
- Develop standard budget
- Assist with editing, collecting resumes, boilerplate
- Obtain letters of support
- Assist with agency forms
- Obtain KUCR review
- Obtain KUCR signoffs
- Assist with/OBtain HSC approval (if applicable)
- Obtain internal signatures

**Step 3:** Obtain Signatures and Approvals
- Obtain KUCR review
- Obtain KUCR signoffs
- Assist with/OBtain HSC approval (if applicable)
- Obtain internal signatures

**Step 4:** Submit Proposal
- Copy, mail, or upload proposal

### Two Weeks Before Deadline

**Step 1:** Develop Concept
- Notify IPSR of intent to submit
- Contact program officer with questions

**Step 2:** Develop Proposal
- Notify KUCR of intent to submit
- Review budget
- Assist with collecting resumes, boilerplate
- Review agency forms
- Obtain KUCR review
- Obtain KUCR signoffs
- Assist with/OBtain HSC approval (if applicable)
- Obtain internal signatures

**Step 3:** Obtain Signatures and Approvals
- Obtain KUCR review
- Obtain KUCR signoffs
- Obtain internal signatures

**Step 4:** Submit Proposal
- Copy, mail, or upload proposal