

Proposal Development Project Plan

Quick Reference Guide for College Research Administrators

1 **PI Notification**
PI notifies you that he or she will be submitting a proposal. The earlier the better!

2 **Reading the RFP**
Read the RFP to determine what must be submitted and in what format.

3 **Project Plan**
Create a proposal development schedule working back from the deadline. Discuss/share plan with PI. Set up reminders as needed/agreed upon by the PI. Most PI's appreciate regular reminders – ask what method to use – email? notes in box? etc.

4 **Budget Development**
Develop the budget with the PI as early as possible – good tool for the PI to use when developing the proposal.

5 **Proposal Submission**
Submit the proposal through PINS and through the sponsor's online submission system – faculty may handle this step or you may do this depending on your college's procedures.

Ongoing **Ongoing Support**
Offer other assistance to PIs depending on time available, PIs' preferences, sponsor requirements for reporting, etc.