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

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

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.

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

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.

Offer other assistance to PIs depending on time available, PIs’ preferences, sponsor requirements for reporting, etc.