MichiganTech Research & Sponsored Programs (RSP) Proposal Processing Timeline

Start → Decision to Submit a Proposal

Is today's Date at least 1 month prior to the deadline?
- No → Put your idea on hold!
- Yes ↓

Is your proposal in response to a solicitation?
- Yes → Review requirements in guidelines & send RSP a copy 3rd Floor Admin Bldg.
- No ↓

Does your project require additional space, alterations/renovations, unusual demands?
- Yes → Obtain appropriate approvals and initials from Chairs and Deans on Transmittal Form
- No ↓

Are you using animal or human subjects or recombinant DNA?
- Yes → Obtain application for approval from Research Compliance Office 3rd Floor Admin Bldg.
- No ↓

Will you be using radioactive materials?
- Yes → Obtain Unit Head approval/initials on Transmittal Form and verify DRU status with Radiation Safety Officer
- No ↓

Does your budget include paying a consultant?
- Yes → Fill out Independent Contractors Questionnaire from Human Resources
- → A

A → Are there Co-investigator(s)?
- Yes → Meet with Co's to discuss timeline and budget needs.
- No ↓

Are there subcontractors ?
- Yes → Request approved budget, a Scope of Work and Letter of Intent from Subcontractors
- No ↓

1 month prior to sponsor deadline → Inform RSP and start drafting budget

Does your proposal contain MTU support (Cost Share)?
- Yes → Circulate Cost Share/Matching Support Form for Authorization
- No ↓

Does your proposal contain External Support?
- Yes → Obtain documentation from External Supporters
- No ↓

2-1/2 weeks prior to deadline → Finalize budget figures with RSP and fill out transmittal sheet

Circulate Complete Proposal Package for Co-Investigator(s), Chair(s), and Dean(s), and Center Director(s) Authorization

2 weeks (i.e. 10 business days) prior to deadline → Deliver to RSP 3rd Floor Admin Bldg. → End

Questions? Call Joanne Polzien 7-2902

find on website: http://www.admin.mtu.edu/research/vpr/review.html

find on website: http://www.admin.mtu.edu/hro/hrit/icq.html

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find on website: www.admin.mtu.edu/research/sprot/forms/budget_worksheet.xls

find on website: www.admin.mtu.edu/research/sprot/forms/cost_share2.pdf

find on website: http://www.admin.mtu.edu/research/sprot/training/external_third_party.pdf

find on website: http://www.admin.mtu.edu/research/sprot/forms/transmittal_all1.pdf

flow chart of proposal processing with websites.vsd
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