**Life Cycle of a URC Grant**

**PRE-AWARD**

1. PI → RA
2. RA InfoEd & Admin. Shell
3. RA → PI
4. PI approves InfoEd record
5. RA → GO
6. GO/GA review proposal → RA
7. RA addresses GO/GA notes
8. RA confirms final status with PI
9. RA → GO
10. GO submits proposal

**POST-AWARD**

11. OSR/GO receive award notice
12. GO and Center Admin. establish award
13. GA sets up award
14. Center Admin. post-award ESPR

**DETAILED DESCRIPTION**

1. PI lets RA know of intent to propose
2. RA creates InfoEd record and works with PI to complete admin shell
3. RA routes InfoEd record to PI for approval
4. PI approves InfoEd record, route continues for center, departmental, and school approvals
5. RA informs the Grants Officer (GO) in OSR the proposal is ready for review
6. GO and Grants Assistant (GA) review proposal and send RA any notes
7. RA works with PI (as needed) to respond to GO/GA notes
8. RA confirms final status of documents with PI and PI’s approval to submit
9. RA informs GO to complete final review and submit pending any further notes
10. GO submits proposal to sponsor
11. OSR receives award from sponsor (NOTE: If center or department receives award, send to OSR/GO)
12. GO works with the administrator within the center to establish award
13. GA sets up award in NU systems and sends award mailing to PI
14. Center administrator works with GO to route and complete any post-award items (e.g., revised budgets, NCEs, personnel/effort changes)

**KEY**

- PI/Principle Investigator
- RA/Research Administrator
- GO/OSR Grants Officer
- GA/OSR Grants Assistant
- Center Admin.