Missouri S&T

Find funding opportunity/solicitation*

Alert OSP pre-award admin of your intent to apply*

Are IT hard/software services needed?

Yes → Alert IT ASAP*

No → Is it large, strategic, complex, or a prestigious early career award?

Yes → Request Proposal Development (PD) assistance through form*

PD provides schedules, templates, solicitation/proposal review, and project management services

No → Continue with OSP pre-award admin

Gather narratives and technical content, develop budgets/justification, necessary institutional support documents

Submit narratives, forms, and other required documentation according to OSP vetting guide timeline*

Final OSP deadline occurs 3 full business days before the sponsor deadline date at 8 am; note that there will be *other* deadlines *before* this for certain components

OSP submits proposal to sponsor

Was the proposal sponsored for funding?

No → Consider resubmitting using reviewer feedback or applying to different opportunities

Yes → Submit tech to BPM12004 review process*

OSP negotiates award

Await OSP award negotiations & MoCode creation (spending may begin upon receipt of MoCode *and* start of funding period)

PI/Dept/Center Staff Project Execution

- Execute project activities/technical reporting/spend grant funds
- Monitor project progress/milestones/deliverables
- Ensure ongoing compliance with IRB/IACUC, etc.
- Monitor subaward work and expenditures, if applicable
- Complete project activities & grant spending/submit final technical reports
- Disseminate results & maintain records per sponsor requirements

OSP Post Award Administrator Grant Administration

- Works with PI to ensure expenditures comply with budget and sponsor guidelines
- Tracks spending, submits invoices, and oversees financial reporting during period of performance
- Completes final financial reporting & closeout activities in PeopleSoft and with sponsor
- Maintains official financial records per sponsor requirements and university policy

green box indicates PI action
yellow box indicates OSP action
blue box indicates PD action
orange box indicates IT action
outline indicates action between multiple parties
*asterisk indicates hyperlink