**LIFE CYCLE OF A SPONSORED PROJECT**

1. Identifies or seeks a funding opportunity through available resources and online databases.

2. Arranges meeting with PreAward to discuss the Proposal and Budget (optional)

3. PreAward Receives Internal Forms. Final Proposal and Final Budget to Sponsor (including additional items such as subaward information, letters of support & COIs)

4. Compliance Processing, if required (e.g., COI, IRB, IACUC)

5. PreAward Proposal Approval/Signature
   - PreAward reviews for accuracy and completeness;
   - PreAward comments or negotiates proposed language prior to submission;
   - Submits to Sponsor if Electronic;
   - Returns to PI to Submit if Mailing.

6. Sponsor Notifies PI or PreAward of Award (or Denial)

7. Final Negotiations of Award

8. Acceptance executed via Associate VP for Financial Services signature (if required)

9. **AWARD**

10. PreAward Process Completed

11. AWARD FILE RECEIVED FROM PREAWARD

12. Grant/Fund Set-Up in Banner:
   - Review terms and conditions to ensure accurate set up in financial system;
   - Index Request;
   - Notice to PI, Program Staff/Accountant and PreAward of Index number;
   - Send Signature Authorization Form.

13. Signature Authorization Form with designated index for over-expenditures is received from PI

14. PI Transition to Post Award Meeting: (Recommended)
   - Post Award and PI review:
     - Financial Deliverables,
     - Terms & Conditions of the Sponsored Project

15. As required, Post Award reviews expenditures, completes billing, and fiscal reporting.

16. NOTE:
    - Prior approval is required from the University and/or the funding agency for any modification (e.g., budget revisions) during the budget period. If funding agency approval is required, process with a PDS through PreAward.

17. Post award will communicate impending budget period end dates. PI must:
   - Request No Cost Extension -OR-
   - Request approval to Carryforward Funds -OR-
   - Prepare for Closeout

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