



Proposal Submission Workflow: Fast Path for Faculty

Know your deadline | Start early | Route cleanly | Submit with confidence

4-6 weeks out	10 business days	6 business days	3 business days
Submit ORSI request	Budget finalized	Final docs in Kuali PD	PD to OSP for final review

1. Spot the opportunity Confirm sponsor type, active solicitation, deadline, eligibility, limits, and restrictions.	2. Start with ORSI Complete the Proposal Processing Form 4-6 weeks before the sponsor deadline ; flag cross-college or external partners early. START HERE: August 2025 Social Science Proposal Processing Form	3. Plan with your RA ORSI assigns a research administrator; RA contacts PI within 2 business days and maps requirements, compliance, budget, and internal deadlines.
4. Build the package RA creates the Kuali Proposal Development record and budget; PI provides narrative, biosketches, and sponsor documents.	5. Review + route RA/OSP review budget, compliance, and completeness; key personnel, chair/director, and college approvals route through Kuali PD.	6. Submit cleanly OSP or PI submits based on sponsor mechanism: S2S, sponsor portal, or email after institutional approval is secured.
Decision gates - Budget approved? If no, revise with RA and resubmit. - PD routed on time? If yes, proceed to final submission.		!!At-risk submission warning!! - Proposals routed to OSP on the sponsor deadline date requires Associate Dean for Research approval. - ORSI and OSP cannot complete a full review for proposals routed after internal deadlines.