**PATHWAY FOR PROPOSALS**

**PRE-AWARD**

- Faculty member or graduate student decides to seek external sponsored support, and knows to which agency he/she wishes to apply and has agency guidelines?  
  - No: Can use pre-award resources including online databases, files, and individual assistance.  
  - Yes: The PI prepares proposal according to agency specifications.

- PI completes Proposal Coordination Record (ORS Form 5) and Conflict of Interest (COI) forms and obtains required departmental, unit, and college approvals.

- PI brings signed ORS Form 5 and COI forms plus the original and one copy of the proposal to pre-award office. Pre-award checks the proposal to make sure it is accurate and complete, and complies with all applicable UH and funding agency policies and procedures. Pre-award approves the proposal administratively for the University.

- Original proposal is returned to the PI, who is responsible for submitting to the agency, by hard copy. Electronic submissions will be done by Office of Research Services.

- Agency decides to fund the proposal?  
  - No: Pre-award office and/or PI receive(s) disapproval letter. Proposal returned to PI with notice.  
  - Yes: The pre-award offices may be contacted by the agency during the pre-award period. If so, the pre-award office works with agency contract and grant administrator by supplying additional information; explaining UH policies and procedures; and working with the PI to supply the agency with detailed cost breakdown if requested.

**POST-AWARD**

- Prior approval may be required from the University and/or the funding agency for modifications (e.g. budget revisions, no-cost extensions) use Prior Approval Form for ORS approval and formal letter request to funding agency initiated by PI and endorsed by ORS.

- Approved requests are forwarded to the post-award office or to the funding agency if agency approval is required.