

PRE-AWARD	Role Responsible						Supervisor/Dean
	PI	GST	GC	BS	DLESP	AOR	
Contact GC if intending to apply for external funding	x						
Review sponsor's program guidelines and solicitations (Primary responsibility lies with PI)	x		x				
Discuss arrangements and timeline for submission of materials for review and approval	x		x				
Review sponsor's guidelines and funding opportunity, and identify any potential concerns	x		x				
Maintain templates and boilerplate documents that can be re-used and tailored for individual proposals			x				
Prepare the draft technical proposal, budget, and related materials	x						
When requested, review draft grant proposals and provide editorial guidance			x		x		
Assist PIs where appropriate with obtaining available insitutional data as required by sponsor			x		x		
Negotiate preliminary approval for any requested release time associated with a successful proposal	x						x
Complete and submit the Proposal Intent to Apply (PITA) form	x						
Pre-review PITA, noting and communicating any issues to PI; set up authorization workflow			x				
Review PITA - sign for authorization				x	x		x
Inform PI of PITA approval			x				
Identify required regulatory approvals (i.e., use of human subjects, animals, biosafety, and radiation safety.) and communicate to PI. Assist in setting up training and initiate approvals if needed.	x		x		x		
Act as a resource for budget preparation (e.g., salary figures, fringe benefit rates, indirect cost rates, appropriate categorization of budget items)			x	x			
Review and confirm accuracy and appropriateness of proposal budget and justification prior to PI obtaining proposal authorization				x			
Provide or obtain institutional certification letters as required by sponsor or agency			x				
Provide, coordinate preparation of, or review Institutional Commitment for primary, collaborative projects, or subawards, as needed			x		x		
When MSUN is a proposed subrecipient or partner (non-lead) on a proposal, coordinate with lead institution to complete the requested materials. When MSUN leads a proposal with partners, coordinate with partner institution/s to obtain necessary materials.			x		x		
Complete and submit the Proposal Authorization Form (PAF)	x						
Pre-review PAF, proposal, budget and other applicable materials, noting and communicating any issues to PI; set up authorization workflow			x		x		
Review PAF, proposal, budget and other proposal materials - sign for authorization				x	x	x	x
Inform PI of successful authorization			x				
Determine responsible party for proposal submission, and either submit or coordinate with PI as required	x		x		x		
Role	Acronym						
Principal Investigator	PI						
Grant Support Team	GST						
Grants Coordinator	GC						
Business Services	BS						
Authorized Organizational Representative	AOR						
Dean of Learning Excellence and Sponsored Programs	DLESP						