## Path #3: Non-VCUeRA Electronic Proposal Submission

PI prepares proposal in manner requested by sponsor's announcement. IAF completed in hard copy, a copy provided to department chair(s), IAF routed to school dean(s) for signature.\* "COI Investigators" designated on IAF complete FCOI reporting in <u>AIRS</u>. Request an <u>Advance PT Number</u>

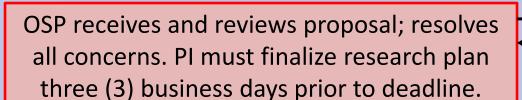
Visit

http://www.research.vcu.edu/forms/osp.htm

for required forms



Signed IAF and internal budget are <u>EITHER</u> dropped off to OSP <u>OR</u> scanned and emailed to OSP's <u>dirospa@vcu.edu</u> along with finalized adobe package (if Grants.gov) via <u>VCU's FileDrop service</u>. All due to OSP at least five (5) days prior to sponsor-published deadline.



Team Reviewer assigned to proposal; corrections and revisions to proposal (by PI/OSP)

\*Note: If proposal is a "clinical trial," approval from <u>CRSO</u> office is required. CRSO Approval signature is included on the IAF Form.

OSP typically submits electronic proposals (unless sponsor allows for PI submission.)

@VCU 2012 Office of Research/Office of Sponsored Programs