

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 [AIRS](#). Request an [Advance PT Number](#)

Visit
<http://www.research.vcu.edu/forms/osp.htm>
for required forms

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

OSP receives and reviews proposal; resolves all concerns. PI must finalize research plan three (3) business days prior to deadline.

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

*Note: If proposal is a "clinical trial," approval from [CRSO](#) office is required. CRSO Approval signature is included on the IAF Form.

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