

Path #1: Hard Copy Proposal Submission

PI prepares proposal in hard copy, provides copy to department chair, and routes IAF 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

Hard copy proposal delivered to OSP with hard copy signed IAF and at least five (5) days prior to sponsor-published deadline (more lead time recommended during heavy deadlines.)

Intake logs in proposal and puts on OSP Team queue
(ospblue@vcu.edu,
ospgreen@vcu.edu,
ospgold@vcu.edu,
ospred@vcu.edu)

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

OSP receives and reviews proposal; after all concerns resolved, proposal is signed by Authorized Official and returned to PI

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

PI Submits proposal to sponsor