

Northeastern State University

Research & Sponsored Programs

TIMELINE FOR PROPOSAL DEVELOPMENT

DATE

- _____ Meet with Kate Felzien in the Office of Research & Sponsored Programs to establish a timeline and discuss any special needs for the project. **Provide guidelines or RFP.**
- In the case of contracts, letters of agreement, or memorandums of understanding, contact Kate Felzien in the Office of Research & Sponsored Programs to discuss the project. **Have ready and document in writing what NSU will provide and what the other party will provide for the project or collaboration.**
- _____ Inform the Dean of project and project timeline.
- _____ Meet with collaborators and define duties (if applicable).
- _____ Provide budget draft to Kate Felzien in the Office of Research & Sponsored Programs.
- _____ Provide draft of project to Kate Felzien in the Office of Research & Sponsored Programs.
- _____ Submit draft of project to IRB/IACUC for approval (if applicable).
- _____ Make any modification and submit final project to Kate Felzien in the Office of Research & Sponsored Programs. **This needs to be completed no later than 10 business days prior to the deadline.**
- _____ Sign NSU Routing Form and Matching Funds Form (if applicable). **This needs to be completed no later than 10 business days prior to the deadline.**
- _____ Upon award of funds, attend Pre-/Post-Award Meeting to discuss availability of funds and clarify any budgetary issues.