

Bowie State University
Office of Research and Sponsored Programs (ORSP) Pre-Award Process

Primary Point of Contact: Mr. Rafel Rosier, Pre-Award Services Manager, rrosier@bowiestate.edu or (301) 860-4398

The ORSP is delighted to provide all reasonable support and guidance to PIs and co-PIs as they navigate the proposal submission process. One of the most important determinants of our effectiveness will be the timeliness of communication and documentation. It is acceptable to begin communicating with the Pre-Award Services Manager when a funding opportunity is identified.

- Contact the Office of Research and Sponsored Programs
- Complete a Notice of Intent with/ all required signatures or send an email notification with the funding agency, grant opportunity number/title, deadline of submission, and any additional pertinent information to Mr. Rafel Rosier, your supervisor and next-level administrator (i.e., Dean or VP)
- Forward a copy of the funding announcement (i.e., RFP, BAA, PA)
- Meet with ORSP to discuss the project
- Craft a proposal outlining project components
- Identify and secure all stakeholders
- Collect all completed supplemental documentation
- Submit a draft of the proposal and budget outline to ORSP
- Meet with ORSP to review and edit drafts
- Submit the final draft of the proposal and budget to ORSP **at least two (2) weeks working days before submission** along with the following: Signed Application/Proposal Cover Sheet, Conflict of Interest Form, and Current and Pending Form for all PIs and senior personnel, and if applicable, cost match/sharing, and faculty release time forms

Proposal Application Checklist

This list should be used to ensure that all necessary documentation for the Proposal/Project application process is submitted to the Office of Research and Sponsored Programs before the application deadline.

No late documentation (within 72 hours of the due date) will be accepted, and applications with missing supporting documentation will not be reviewed.

- Copy of Proposal Announcement
- Notice of Intent to Submit Form or Email
- Proposal/Application Cover Sheet including the Department Chair's and Dean's signatures
- Complete Proposal, Detailed Budget and Justification
- Cost Match/Sharing and Release Time forms (if applicable)

According to its submission requirements, **ORSP will submit the proposal to the proper funding agency. PIs and Co-PIs are not allowed to submit any proposal on behalf of Bowie State University. ORSP is the official office for all grant and contract proposal submissions.** ORSP will communicate with PIs / Co-PIs throughout the process and follow up quickly and frequently to ensure smooth and successful proposal submissions.