**PROPOSAL STATUS LOG**

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| **PI Name:** |  | Contact Info: | Cell: Office: |
| Funding Agency: |  | Solicitation Number: |  |

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|  **PROPOSAL TIMELINE** |
| Budget final for review & approval (~10 days) | eTransmittal routing (~5 days) | Proposal submission to OSP (~2 days) | **PROPOSAL DUE DATE** |
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| **ORS**  |
|  | Request for Assistance received; assigned to ORS RA |  | Logged into Share point |
|  | Initial email to PI sent (timeline, request for info…) |  | Folder created in share drive |
|  | OSP notified of submission |  | Folder created in ORS@CNS |

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| **Budget** | **eTransmittal** | **Subcontract** | **Application Packet** |
|  | Draft to PI |  | Drafted |  | Email to Sub/PI - Docs Requested |  | Drafted |
|  | Final - to OSP & Dept. Admin for review |  | Finalized |  | Subrecipient Form Rcvd |  | Finalized |
|  | Approval from OSP received |  | Routing |  | Final Budget Rcvd |  | to PI – they will submit |
|  | Uploaded into Proposal Application Packet |  | Notification email sent |  | Justification Rcvd |  | to PI for final review |
|  | Sub Budget Uploaded into Proposal App Packet |  | Waiting in OSP queue |  | R&R Budget Form Rcvd |  | to OSP for review |
| **NOTES:** |  | Approved by OSP |  | Scope of Work Rcvd |  | Submitted to ORS/SRO |

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| Login info:  |
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