

Nazareth College  
Proposal Flow Chart

<p style="text-align: center;"><b>Prepare to Apply</b></p> <p style="text-align: center;">↓</p>	<p><b>Notify Sponsored Programs &amp; Faculty Research (SPFR) Office</b> Include the funding opportunity announcement information and submission date, if known, or keywords to set up search parameters.</p> <p><b>Create or update profiles in electronic systems</b> Update profiles in NSF FastLane, NIH eRA Commons, Foundation Website, etc.</p>
<p style="text-align: center;"><b>Develop Proposal</b></p> <p style="text-align: center;">↓</p>	<p><b>Call Program Officer and clarify any questions you may have</b></p> <p><b>Prepare proposal</b> Refer to the sponsor's directions for content and formatting guidelines. Work with SPFR to draft budget and budget narrative</p> <p><b>Acquire and complete required forms</b> Work with SPFR office to complete the forms and application</p> <p><b>Questions?</b> Contact SPFR</p>
<p style="text-align: center;"><b>Acquire Approvals</b></p> <p style="text-align: center;">↓</p>	<p><b>Complete the Internal Routing Form:</b> Work with SPFR to complete this form, at minimum form must be accompanied by budget, budget justification and proposal abstract or similar</p> <p><b>Obtain signatures of approval from:</b> Principal Investigator Co-Principal Investigator(s) Dean SPFR VPAA Controller and VPFA, as needed</p>
<p style="text-align: center;"><b>Route for Submission</b></p> <p style="text-align: center;">↓</p>	<p><b>Route original signed proposal and one copy to SPFR for review and approval.</b> SPFR works with Finance to obtain the final College-authorized signature. Be sure to allow enough time for review. Complex proposals, proposals involving multiple departments or multiple institutions, Requests for Proposals (RFPs), or proposals that include cost sharing may take longer to review.</p> <p><b>Routing Proposals for Electronic Submission</b> Route 1 hard copy of the proposal and complete signed Routing Form to SPFR 6 business days before submission.</p> <p>Grants.gov proposals for NIH and NSF are required to be uploaded 2 business days before the deadline. <b>OR</b> Provide submit access to proposals at least 72 hours before deadline in systems where PI prepares the proposal online, ex. NSF FastLane.</p>
<p style="text-align: center;"><b>Submit to Sponsor</b></p>	<p><b>Hard copy proposals</b> – SPFR will notify the PI for pickup so department can mail to the sponsor.</p> <p><b>Electronic proposals</b> – SPFR will submit to sponsor.</p>