

CELS Pre-Award Proposal Workflow

START



1. Submit CELS Pre-Award Intake Form

30+ business days before sponsor deadline preferred



2. CELS Research Team Reviews Request

Does the proposal include subaward(s)?

YES → Coordinate with the subrecipient institution to obtain:

- Scope of Work
- Budget & Budget Justification
- Subrecipient Commitment Form
- NICRA/F&A Agreement (if applicable)
- Other required subrecipient documentation

NO → Continue to proposal development



Does the proposal include cost share?

YES → Obtain Dean's Office approval and any required department or third-party cost share commitments.

NO → Continue to proposal development



3. Proposal Development

- Develop and finalize Budget
- Develop and finalize Budget Justification
- Prepare Proposal Narrative
- Complete Sponsor-Required Documents

- Create/Update InfoEd Proposal



4. Complete Internal Documents

- Personnel
- SF424 / S2S Forms
- Internal Approval / Transmittal
- Other Project Information



5. CELS Internal Review

Complete at least 7 business days before the sponsor deadline



6. OSP Review & Routing

Allow at least 5 full business days before the sponsor deadline



7. Proposal Submitted

END