



# Research Office Flowchart

4-12 Months

Have an idea?

No

Yes!

Meet with your mentors to discuss ideas

Collaborators?

Yes!

Find common goals

Meet with research office staff to brainstorm, discuss funding

Appropriate funding found, contact Program Officer for input

No appropriate funding found

Revamp plans to fit funds or find related/additional funding

Work with Research Office to create submission plan

1-2 Months

Meet with your Grants and Contract Specialist to develop a budget

PI

Meet/email research Support Services  
(Melissa.mikesell@okstate.edu)  
(tory.lightfoot@okstate.edu)

Provide budget justification project summary and additional documents as needed for routing packet

Check animal care use, IRB, export control, etc. Check with external collaborators

RSS downloads application materials, starts proposal application, sends PI detailed checklist with deadlines

No

Send draft to reviewers? (optional)  
Need to make changes?

Yes!

Revise

Grants and Contracts Specialist write abstract, review 2-week checklist, complete remaining portions of the proposal, send materials for routing packet to Grants and Contracts Specialist

Final 2 Weeks

Generates routing packet and obtains signatures from:  
- PI(s)  
- Department Head  
- Associate Dean for Research  
- OSU Compliance  
- OSU Grants and Contracts Administration  
- OSU Vice President for Research

Send proposal documents to RSS  
- RSS fills out proposal application and uploads proposal documents  
- RSS sends complete proposal package to PI for final approval

Give approval

Routing returned to RSS

Proposal Submitted by RSS