

# ORSP Proposal Process

## STEP 1

Notify ORSP of intent to submit an application by submitting a Proposal Initiation form and scheduling initial meeting with ORSP. Contact is [melisa.widner@asurams.edu](mailto:melisa.widner@asurams.edu)

## Timeline

At least 1 month before  
deadline

## STEP 2

Develop the proposal with ORSP (Budget, Biosketch, Resources and other proposal documents). Begin drafting and requesting necessary letters of commitment as needed.

3 weeks before  
deadline - ongoing

## STEP 3

Meet with ORSP to go over proposal checklist and begin finalizing proposal documents. Submit document drafts as completed to ORSP for review. Submit proposal narrative for review and feedback.

2 weeks before  
deadline - ongoing

## STEP 4

ORSP will conduct a preliminary review of the full application and, if necessary, will contact PI with any change requests.

5 business days before  
deadline

## STEP 5

ORSP will conduct final review and submit the application.

2 business days before  
deadline