



**Department & Principal Investigator Responsibilities**

**Initiate the Proposal**

Create a Funding Proposal (FP) in RAPSS; confirm schedule & requirements.

**Provide Proposal Documents**

Share required materials with GS well ahead of deadlines.

**Finalize & Route for Approval**

Complete data fields, attach final docs, and route for approvals.

**Grant Permission to Submit**

After approvals, authorize GS to submit to the sponsor.



5 BUSINESS  
DAY DEADLINE



2 BUSINESS  
DAY DEADLINE

**RSP Grant Specialist (GS) Responsibilities**

**Conduct Initial Review**

Check proposal materials received under the 5-day policy.

**Perform Detailed Review**

Review budget, justification, and compliance.

**Complete Final Review**

Finalize comments and ensure all checks pass.

**Submit to Sponsor**

GS submits the proposal and completes RAPSS steps.

**Notify Department**

Share submission details and status updates.