



### PROPOSAL PREPARATION AND SUBMISSIONS

Review RFP's for grant submissions (Federal, and non-Federal, all sponsors)

Work with PI's on proposal preparation (PI starts first page of routing sheet)

Review and submit grant proposals

Develop budgets, current, and other regulatory documents

Obtain required documentation from subrecipients

Invention Disclosure

Patent filing and prosecution, management

Invention marketing and licensee acquisition

License negotiations and royalty sharing distribution management

Material Transfer Agreements (MTA's)

Federal compliance reporting

Federal and non-federal regulatory financial compliance

Award set up in the financial systems

Financial reports to sponsors

Billing, cash management and collections

Subrecipient monitoring and risk assessment

Approval of grant transactions

Month-end processing

Federal and non-Federal audits

NSF and other surveys

Desk reviews

Financial Closeouts

Indirect cost proposal negotiations