Life Cycle of a Sponsored Project

**Phase I – Proposal Development**

- PI creates project concept, consults with chair and dean, notifies OSP manager, and identifies funding source for the project.
- Following sponsor’s guidelines, the PI develops proposal and works with OSP manager to create a budget and prepare the proposal application.
- PI completes the proposal and provides the complete proposal application package to the OSP manager.

**Phase 2 – Proposal Review and Routing**

- OSP manager reviews the proposal application package to ensure that sponsor, federal, state, university requirements have been met.
- OSP manager contacts PI if items require clarification, additions, or corrections.
- PI makes the necessary adjustments and returns package to OSP manager.
- OSP manager performs final review and routes the proposal for all appropriate approvals.

**Phase 3 – Proposal Submission**

- OSP manager submits the proposal to the sponsor.
- Sponsor conducts review of the proposal. Sponsor contacts OSP if additional information is needed before making a funding decision.
- Compliance requirements must be met if research involves:
  * humans
  * animals
  * EH&S Regulations
- Sponsor makes a funding decision regarding the proposed project.

**Phase 4 – Award Negotiation and Acceptance**

- Sponsor notifies OSP that the project has been selected for funding. OSP notifies the PI.
- OSP manager reviews terms and conditions of the award. OSP manager negotiates on behalf of the PI and university if necessary.
- OSP manager completes the negotiations. SJSU Research Foundation accepts the award.

**Phase 5 – Project Administration**

- OSP analyst sets up the account number and notifies the PI.
- OSP analyst assists PI during the course of the project; ensures funds are received from the sponsor as intended.
- OSP analyst assists PI with sponsor’s reporting requirements (if applicable) and ensures that funds are spent in accordance with sponsor and university guidelines.
- At the end of the project, OSP analyst assists PI with submitting the final reports to the sponsor as required and closes out the project.