

**Needed from Principal Investigator**

- 2 copies of document
- completed Grants & Contracts Routing Form
- Sponsor contact name, phone number and e-mail address
- Make sure to address intellectual property and publication issues

**Office of Sponsored Research Projects—OSRP**

- Logs document
- Completes OSRP routing form
- Does initial review of contract and budget
- Forwards to Legal Affairs

**Legal Affairs**

- Reviews document to address issues affecting PI and RPSLMC
- E-mails review of OSRP

**Office of Sponsored Research Projects**

- Requested changes are reviewed by OSRP

**Office of Sponsored Research Projects**

- If no changes, letter is generated to sponsor executing document
- PI's office is called to pick up contract
- PI's office Fed Ex's contract to sponsor

**Office of Sponsored Research Projects**

- OSRP and Sponsor negotiate contract wording
- Executable contract is finalized

**Office of Sponsored Research Projects**

- Signed copy of contract received from Sponsor
- Letter generated to Fund Accounting to set up fund with copy to PI
- Copy of contract sent to PI and Fund Accounting with letter

**Office of Sponsored Research Projects**

- All documents filed
- Log updated

**Fund Accounting**

- Fund Accounting begins process to set up fund