

Texas Southern University
Office of Research
Department of Research Funding and Pre-Award Services
Office Phone: ext. 7457 * Hannah Hall Suite 230

Proposal Routing Process Checklist

The following is a summary of the proposal process at Texas Southern University:

1. Read the proposal guidelines/RFP/RFA and follow it carefully.
2. Talk to the sponsor's point of contact about your proposal at the beginning of development.
3. Contact the Department of Research Funding and Pre-Award Services as early in the process as possible for assistance. Submit a Notice of Intent form along with your guidelines.
4. Have your proposal critically edited by as many objective people as possible.
5. Complete a Transmittal Form.
6. Transmittal Form Signatures:
 - The Principal Investigator
 - Department Chair
 - Dean
 - Research Financial Services Department (HH Room 315)
 - Research Funding and Pre-Award Services
7. Deliver the proposal to the Department of Research Funding and Pre-Award Services (HH Room 230) at least five (5) business days before the deadline.
8. Research Funding and Pre-Award Services approves the proposal, and then sends the proposal to the Authorized University Official for approval.
9. Pick up the proposal from Research Funding and Pre-Award Services after it has been processed, make photocopies, and mail.