

# Path #2: VCUeRA Electronic Proposal Submission

PI prepares proposal in VCUeRA including electronic IAF. COI is prepared and signed in hard copy then scanned and uploaded to finalization section of VCUeRA proposal. Routing to school dean(s) is electronic when PI hits “submit.”\*

Proposal is electronically delivered to OSP; should arrive to OSP at least five (5) business days prior to sponsor-published deadline.

OSP receives and reviews proposal; resolves all concerns. PI must finalize research plan three (3) business days prior to deadline.

Team Reviewer assigned to proposal; corrections and revisions to proposal (by PI/OSP)

\*Note: If proposal is a “clinical trial,” approval from [CRSO](#) office is required. Proposal will be electronically routed to CRSO for approval.

OSP submits proposal to sponsor.