

Bowie State University Office of Research and Sponsored Programs (ORSP) Pre-Award Process

Primary Point of Contact: Dr. Artelia M. Covington, Pre-Award Services Manager
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The ORSP is delighted to provide all reasonable support and guidance to PIs & Co-PIs as they are navigating the proposal submission process. One of the most important determinants of our effectiveness will be driven by the timeliness of communication and documentation. It is perfectly acceptable to begin communicating with the Pre-Award Services Manager as soon as a funding opportunity is identified.

- Contact ORSP
- Complete a Notice of Intent w/ all required signatures or send an email notification with the funding agency, grant opportunity number/title, deadline of submission, names of internal (Bowie) and external team members, copy of the funding opportunity guidelines (RFP), summary of the proposed work, dollar amount available to be requested and any additional pertinent information to Dr. Artelia Covington, your supervisor and next-level administrator (i.e. Dean or VP)
- Forward copy of funding announcement (i.e. RFP, BAA, PA)
- Meet w/ Pre-Award Services Manager to discuss project
- Craft a proposal outlining project components
- Identify and secure all stakeholders
- Collect all completed supplemental documentation
- Submit draft of proposal and budget outline to ORSP
- Meet with Pre-Award Services Manager to review and edit drafts
- Submit final draft of proposal and budget to ORSP along with the following: Signed Application/Proposal Cover Sheet, Conflict of Interest Form for all PIs and senior personnel, and if applicable, Cost Share/Matching, and Authorization for Release Time forms

The ORSP will submit the proposal to the proper funding agency according to its submission requirements. We will communicate with PIs / Co-PIs throughout the process and will follow up as quickly and as frequently as needed to ensure smooth and successful proposal submissions.