

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

Primary Point of Contact: Dr. Artelia M. Covington, Sponsored Programs Specialist (SPS)
acovington@bowiestate.edu or (301) 860-4400

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 SPS as soon as a funding opportunity is identified.

- Contact Office of Research and Sponsored Programs
- 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 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/ SPS 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 SPS to review and edit drafts
- Submit final draft of proposal and budget to ORSP at least 5 working days prior to submission along with the following: Signed Application/Proposal Cover Sheet, Conflict of Interest Form for all PIs and senior personnel, and if applicable, cost match/sharing, and faculty release time forms

Proposal Application Checklist

This list should be used to ensure that all necessary documentation for the Proposal/Project application process is submitted to the Office of Research and Sponsored Programs before the application deadline. No late documentation will be accepted (within 48 hours of the due date), and applications with missing supporting documentation will not be reviewed.

- Copy of Proposal Announcement
- Notice of Intent to Submit Form or Email
- Proposal/Application Cover Sheet including the Department Chair's and Dean's signatures
- Complete Proposal, Detailed Budget and Justification
- Cost Match/Sharing and Release Time forms (if applicable)

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.