



## KEY STEPS TO FOLLOW

### FROM PROPOSAL PREPARATION TO PROJECT IMPLEMENTATION

#### PROPOSAL PREPARATION



- Principal Investigators (PI) are encouraged to notify OIR of their intent to submit a proposal **ahead of** OIR's internal deadline (10 days prior to the funding agency's deadline), for proposal preparation support.
- PI submits a complete and final project proposal to OIR (including detailed budget) in accordance with McGill University's policies and funding agency guidelines, **no later than 10 working days prior to the funding agency's deadline.**

#### FACULTY ENDORSEMENT CHECKLIST



- OIR Project Officer (PO) and the PI complete the **Faculty Endorsement Checklist (FEC)** corresponding to the proposal (including indirect costs and in-kind contributions, as applicable).
- The PI obtains required signatures from the Chair and/or Director and the Dean and returns the signed **FEC** to OIR **at least 4 working days prior** to the submission deadline of the funding agency.
- PO presents the final proposal, accompanied by the FEC, to an Authorized Representative of McGill University for signature.

#### PROPOSAL SUBMISSION



- OIR submits the proposal to the funding agency on behalf of McGill University.

#### CONTRACT NEGOTIATION



- OIR reviews and negotiates contracts and grant agreements with funding agencies on behalf of McGill University for proposals approved for funding.
- OIR arranges for signature of the contract or grant agreement by the Authorized University Representative (this is NOT the PI).

#### OPENING A MCGILL FUND



- OIR Officer issues an **Acknowledgement Form** to be signed by the PI, Departmental Chair or Director and the Dean of Faculty.
- OIR Officer releases a Fund Opening Memo to Research and Restricted Funds (R&RF).

#### PROJECT IMPLEMENTATION

- Start of project activities under the leadership of the PI.