



*See reverse for descriptions of each lifecycle phase.*

## **Find Funding**

In this phase, as a research administrator (RA) you may choose to be proactive and search for internal funding opportunities for a pilot or feasibility study, or just to be aware and be able to make recommendations on external funding resources. This may include federal agencies or industry search funding databases. You can start here: [Research Funding and Grants Guide](#).

## **Develop Proposal**

In this phase the proposal development happens within your school, college, department, or unit. Here the proposal is written, the budget is created, and the entire proposal is prepared for submission to the sponsor. As the RA, you may need to reach out to the Office of Research and Sponsored Projects (ORSP) to assist with negotiating and reviewing sponsor agreements and for other proposal development assistance.

## **Route and Submit Proposal**

In this phase you create the proposal electronically using the Proposal Approval Form (PAF) via the eResearch Proposal Management (eRPM) system. When you route and submit your proposal it is routed to ORSP for approval. Keep in mind, a best practice is to route it at least four business days before it is due to ensure enough time for ORSP's review and approval.

## **Set Up Project**

Many of the tasks in this phase happen right after you submit your proposal but before the project is awarded so it helps to think of this phase as a Pre-Award / Post-Submission mini-phase. Here you will receive the Notice of Award (AWD) via an email alert sent from eRPM, including everyone listed on the AWD. It provides you with the AWD number and an associated project/grant (P/G) number in the U-M accounting system.

## **Manage Project**

In this phase a variety of tasks come into play to ensure the project is successful, that it is in compliance, and that it is eligible for additional funding. You will manage the budget, and may be responsible for managing subcontracts handling students such as Graduate Student Research Assistant (GSRAs) and other personnel assigned to the project. Here also, specific reporting requirements come into play for sponsors such as the National Institute of Health (NIH).

## **Closeout Project**

In this final phase it is important to fulfill the university's obligation to sponsors to submit final technical and financial reports. The required closing procedures may vary depending on the sponsor's policies and whether the support was in the form of a grant or contract.

## **Research Ethics & Compliance**

Ethics and compliance (E&C) covers a broad range of activity, from general E&C guidelines for conducting research responsibly to specific regulations governing types of research such as human subjects research. As an RA, you will be expected to uphold the core principles of U-M research compliance: Fostering ethical conduct, ensuring compliance with federal and state regulations, defining U-M compliance guidelines, and safeguarding U-M researchers and research.