

## Notify SRP of Intent to Submit a Proposal

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### Purpose

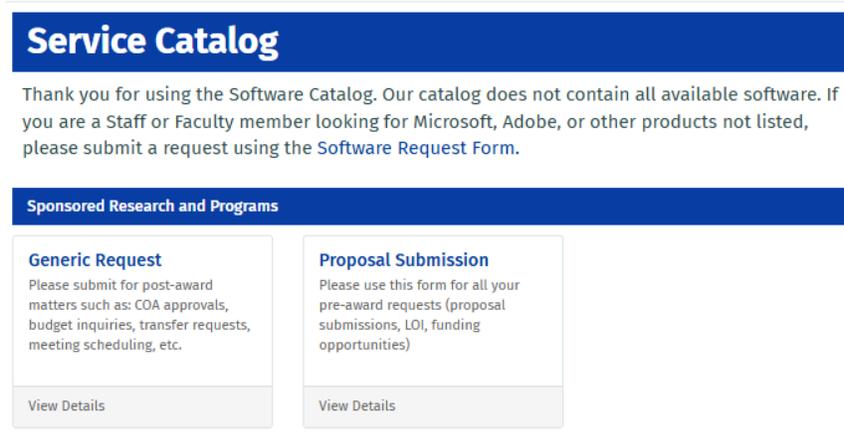
This quick reference guide provides PIs with a streamlined overview of the required steps to initiate, prepare, and route a proposal for extramural funding at UCR. It ensures timely coordination with SRP, compliance with institutional policies, and successful submission to the sponsor.

### Submit Intent to Submit a Proposal via ServiceLink

**When:** As soon as you know you will apply for a funding opportunity.

**How:**

1. Log into [ServiceLink](#) using your UCR NetID.
2. Select Proposal Submission



The screenshot shows the 'Service Catalog' header in a blue bar. Below it is a paragraph: 'Thank you for using the Software Catalog. Our catalog does not contain all available software. If you are a Staff or Faculty member looking for Microsoft, Adobe, or other products not listed, please submit a request using the [Software Request Form](#).' Below this is another blue bar labeled 'Sponsored Research and Programs'. Underneath are two white boxes. The left box is titled 'Generic Request' and contains the text: 'Please submit for post-award matters such as: COA approvals, budget inquiries, transfer requests, meeting scheduling, etc.' with a 'View Details' link at the bottom. The right box is titled 'Proposal Submission' and contains the text: 'Please use this form for all your pre-award requests (proposal submissions, LOI, funding opportunities)' with a 'View Details' link at the bottom.

3. Please fully complete the Proposal Submission form. Use this form for all your pre-award requests (proposal submissions, LOI, funding opportunities)
4. Enter all key details:
  - a. Sponsor name and FOA link
  - b. Sponsor deadline (external/internal)
  - c. Type of proposal (new, renewal, resubmission, supplement)
  - d. Project Title
  - e. Budget expectations (total costs, personnel, trainees, subawards)
  - f. Upload any available materials (draft budget, scope of work, guidelines).

**Why:**

SRP cannot begin any work until this request is submitted. This step triggers: assignment of an analyst, timeline planning, and preliminary compliance checks.

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### Process Flow Summary

1. PI/Department submits Intent to Submit a proposal via ServiceLink.
2. SRP reviews intake proposal form and assigns a pre-award analyst.
3. SRP analyst creates Kualu PD.
4. SRP begins developing budget, funding opportunity, and compliance requirements.
5. PI completes Kualu Questionnaire within Kualu PD
6. SRP and PI/Department develop full proposal package.
7. RP coordinates with PI and department to finalize PD and route for approval.
8. Kualu PD is routed for approval by SRP and approved by PIs and Department's Chair.
9. Proposal is submitted to sponsor by RED.