



PI Proposal Essentials

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Faculty Relations and Operational Excellence Manager

Office of Research Services

August 27, 2026

Upcoming ORS Trainings

Navigating the DOE Submission Process

Office of Research Services (ORS)

Event Date: September 3, 2026, 11:00am – 12:00pm

[Register here.](#)

Fast-Track Your Proposal: OU Submission Essentials

Office of Research Services (ORS)

Event Date: September 10, 2026, 11:00am – 12:00pm

[Register here.](#)

Navigating the NEH Submission Process

Office of Research Services (ORS)

Event Date: September 17, 2026, 11:00am – 12:00pm

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[ORS Trainings \(on Demand and Webinars\)](#)



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Agenda



Proposal Roles and Responsibilities



Types of Proposals & Various Funding Sources



Understanding Limited Submissions



ORS Proposal Policy and Processes



Additional Resources



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Proposals & Awards: Roles and Responsibilities

Principal Investigator (PI)

- Identify funding and initiate proposal process
- Prepare project team, scope, budget, and routing package
- Coordinate proposal submission with ORS
- Respond to sponsor requests during review
- Forward award correspondence and complete compliance requirements
- Manage award performance, reporting, and compliance

Office of Research Services (ORS)

- Advise on funding opportunities and eligibility
- Assist with sponsor systems and proposal requirements
- Review budgets, routing, and institutional approvals
- Support or perform proposal submission
- Negotiate and accept awards on behalf of OU
- Process modifications and sponsor correspondence throughout the award lifecycle

Proposal development is a collaborative process between investigators, departments, colleges, and ORS to ensure compliance with sponsor and university requirements.

[Proposals and Awards Roles and Responsibilities](#)

Finding Funding Sources



Federal Agencies



Internal- Department,
College, VPRP, and OU
Internal Competitions



Foundations



State Agencies



Commercial Entities



Non-Profits

- [ORS Funding Opportunities Website](#)
- [Grants.gov](#)
- [Grantforward](#)
- [ORS Research Review Newsletter](#) – ris@ou.edu
- [Non-Federal Sponsors](#)



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Types of Proposals

Full Proposals

Preliminary Proposals
Concept Paper
White Paper

Letters of Intent (LOI)
Notice of Intent (NOI)

Proposals when OU is
a Subcontractor

Renewals and
Resubmissions

****Note: ALL Proposal types require submission of an InfoSheet prior to submission of the proposal to the sponsor.**



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Notice of Funding Opportunity (NOFO)

Title & Announcement Number:

Official name of the funding opportunity, unique identification number assigned by the sponsoring agency.

Agency & Program Information:

Issuing organization (e.g., NIH, NSF, DOE) and program goals and funding objectives.

Eligibility Criteria:

Who can apply (individuals, organizations, universities, etc.) and restrictions based on location, experience, or institutional affiliation.

Award Information:

Expected number of awards, funding levels (minimum/maximum budgets), project duration and allowable costs

Purpose & Scope:

Description of the funding opportunity, research areas, project types, or activities eligible for support.

Review & Selection Criteria:

Factors used to evaluate applications, Scoring or ranking system used in decision-making.

Compliance & Administrative Requirements:

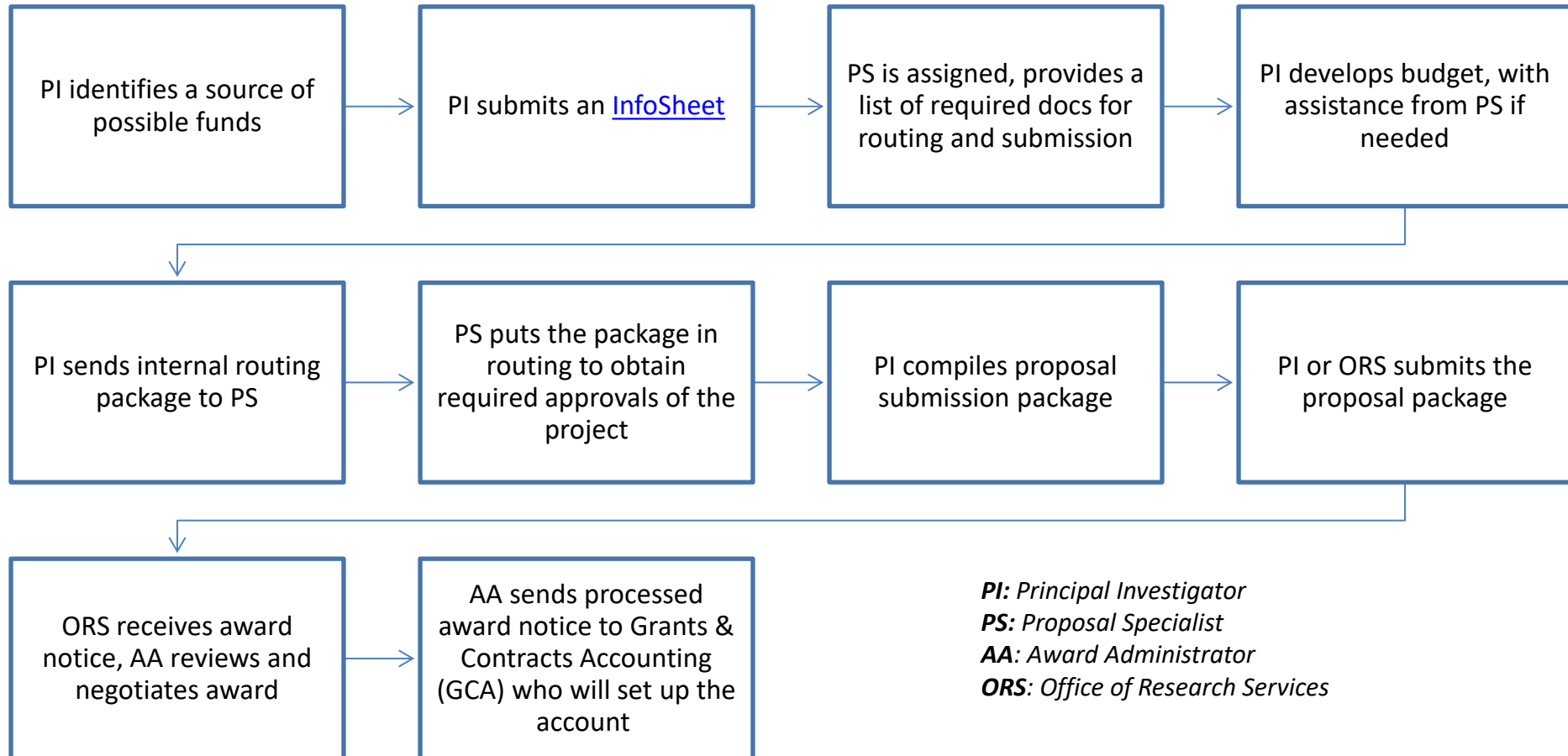
Legal, financial, and regulatory obligations, disclosures, and training requirements.

Submission Details:

Required application components (proposal, budget, biosketch, etc.), Format and page limits, Deadline for submission.

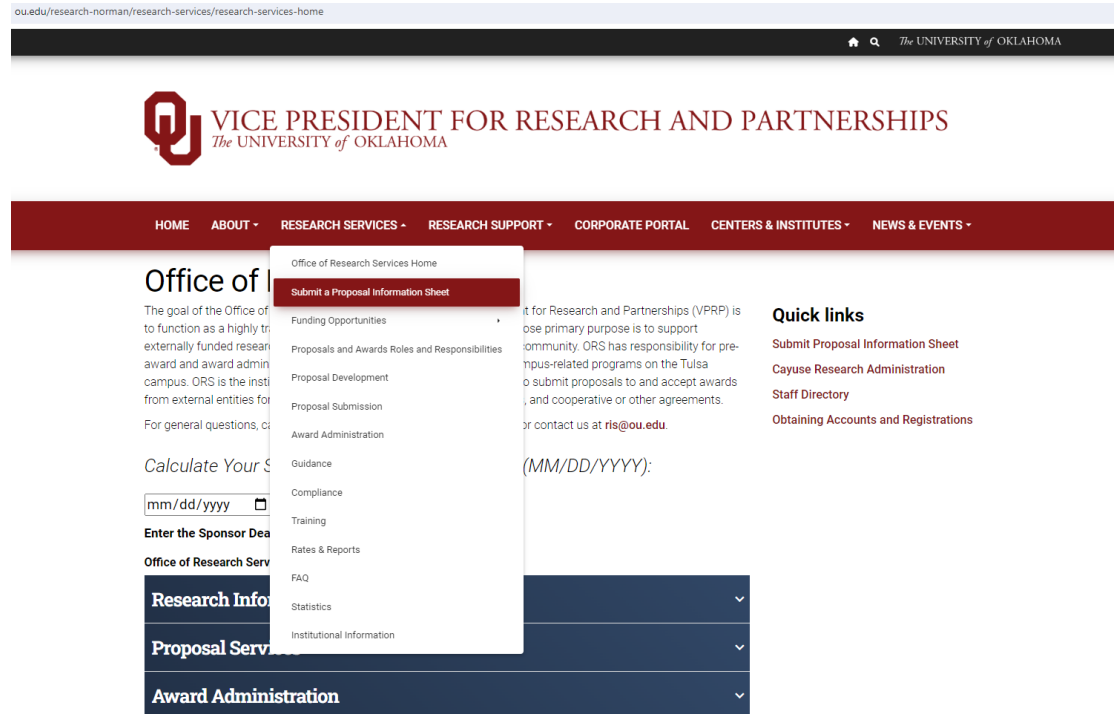


Proposal Award Process



Proposal Information Sheet (Infosheet)

All externally funded project proposals must be routed through the ORS in accordance with University requirements. The [InfoSheet](#) is required to initiate the proposal submission process and must be completed before a proposal can be submitted to the sponsor.



<https://www.ou.edu/research-norman/research-services/research-services-home>

Internal Routing Required Documents

Documents required for all internal routing

- Draft Statement of Work (SoW), Summary, or Abstract
- Budget on OU Master Budget Template
- Budget Justification

Additional required documents for some proposals

- If a subcontract is involved ORS will need a SoW, budget, budget justification, OU subrecipient form completed and signed by an authorized individual from the subcontract organization.
- Other additional internal documents may be required. For example: commitment letters, institutional approval letters, cost share requirements, certifications and others.



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Budget and Budget Justification

- Budget
 - What funds do you need to pay for the work you propose to be completed?
 - [ORS budget template](#) is required. Some sponsors may require additional budget file formats as outlined in their FOA.
- Budget Justification
 - A written document that describes in detail how the funding will be used.



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Budgetary Information

- Allowable costs
- [Indirect costs](#)
- [Cost sharing](#)
- Other Institutional commitment requirements



[Budget Preparation](#) training is listed on our ORS website

Limited Submissions

- Some sponsors limit the number of proposals an institution may submit.
- Investigators may not independently submit limited-submission proposals without ORS approval.
- Exceeding limits may result in rejection of all submissions.
- Internal competitions are coordinated by ORS and are mandatory and binding
- Allow additional lead time for internal competitions on limited submissions

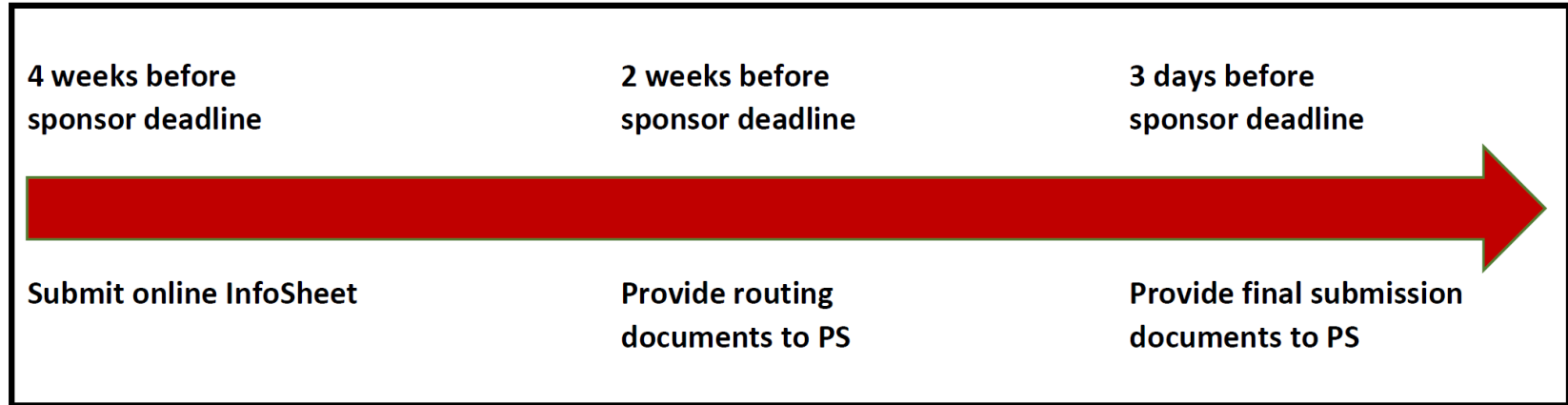


Limited Submissions

What to do when you identify a funding opportunity as a limited submission:

- Check the limited submissions webpage: <https://www.ou.edu/research-norman/research-services/funding-opportunities/limited-submissions> ORS may have already identified this limited submission. If the funding opportunity is listed on this webpage, click the “Internal Application” link for instructions on applying for the internal competition.
- If the opportunity is not listed on the limited submissions webpage, notify us at ors_limitedsubs@ou.edu.

Proposal Submission Timeline



NOTE: More complex proposals (e.g., those with cost share requirements; those with subcontracts) may require more lead time. Please submit your infosheet earlier in these scenarios.

*****The PI and their respective Department or College will assume the responsibility for any rejections due to non-conformity/non-compliance. This includes resolving any financial discrepancies with the budget.***

ORS Submission Policy

ORS submission policy requires all final proposal documents be uploaded submitted to ORS **at least three business days** prior to the sponsor submission deadline.

Proposal documents uploaded at least three business days prior to the submission deadline will be reviewed for compliance.

Documents uploaded *later than* three business days will be submitted without a review or compliance check, to the extent it is possible.

- ***The PI and their respective Department or College will assume the responsibility for any rejections due to non-conformity/non-compliance. This includes resolving any financial discrepancies with the budget.***



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Submission Details

When preparing a proposal, it's important to carefully review the submission requirements outlined in the FOA.

Proposal Submission Methods

System Requirements

Required Components

- ORS is the Authorized Organizational Representative (AOR)
- PI's generally cannot submit institutional proposals directly



Cayuse S2S

Key Take-a-Ways

Determine your likely sponsor pool(s) and research the agency (website, organization, review cycle, where/how announcements are made, contacts/program officer, submissions).

Be aware of general instructions and timing for announcements. If you do need a submission system registration or sponsor account, please contact ORS at ris@ou.edu or visit <https://www.ou.edu/research-norman/research-services/proposal-submission>

Project a timeline for your submission to keep track of deadlines.

The Office of Research Services is the Authorized Organizational Representative, allowed to submit proposals on behalf of the Board of Regents at the University of Oklahoma

Don't forget to do the [InfoSheet](#) early and communicate with your Proposal Services contact regarding any questions

[Know your Proposals and Awards Roles and Responsibilities](#)

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Resources

- **ORS Website:** <https://www.ou.edu/research-norman/research-services/>
- **ORS Training Website :** <https://www.ou.edu/research-norman/research-services/training>
- **ORS FAQs:** <https://www.ou.edu/research-norman/research-services/faq>
- **Center for Faculty Excellence (CFE); The Research & Creative Activities Team:** <https://www.ou.edu/cfe/research>
- **ProposalShortTips.pdf**
- **Proposal Development Page**



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Contact Information

- **Research Information Services**
(ris@ou.edu) can answer general questions or direct you to the appropriate person
- **Sogol Rasouli**, Director of Research Information Services
(Sogol.rasouli@ou.edu)
- **Bonnie VanWinkle**, Director of Proposal Services (bvanwinkle@ou.edu)
- **Leslie Flenniken Kelly**, Director of Award Administration (lflenniken@ou.edu)
- **Jennifer O'Hern**, Faculty Relations and Operational Excellence Manager
(jennifer.ohern@ou.edu)



CoRA for Frequently Asked Questions and Website Navigation



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Office of Research Services

Federal Grant and Assistance Directives FAQ Now Available

In a recent **communication**, President Harroz acknowledged questions and concerns raised by recent federal executive orders and Executive Branch communications related to federal assistance and grants essential to the university's research enterprise. **Additional information is now available online** and will be updated as needed.

The goal of the Office of Research Services (ORS) under the Vice President for Research and Partnerships (VPRP) is to function as a highly trained, customer service-oriented organization whose primary purpose is to support externally funded research and sponsored activities within the university community. ORS has responsibility for pre-award and award administration on the Norman campus and Norman campus-related programs on the Tulsa campus. ORS is the institutional unit authorized by the Board of Regents to submit proposals to and accept awards from external entities for financial support in the form of grants, contracts, and cooperative or other agreements.

For general questions, call the ORS main phone number, (405) 325-4757, or contact us at ris@ou.edu.

Calculate Your Submission Processing Timeline(MM/DD/YYYY):

<https://www.ou.edu/research-norman/research-services/research-services-home>

Quick links

[Submit Proposal Information Sheet](#)

[Cayuse Research Administration](#)

[Staff Directory](#)

[Obtaining Accounts and Registrations](#)



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Questions



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