Texas Southern University
Office of Research
Department of Research Funding and Pre-Award Services
Office Phone: ext. 7457 * Hannah Hall Suite 230

Proposal Routing Process Checklist

The following is a summary of the proposal process at Texas Southern University:

1. Read the proposal guidelines/RFP/RFA and follow it carefully.

2. Talk to the sponsor’s point of contact about your proposal at the beginning of development.

3. Contact the Department of Research Funding and Pre-Award Services as early in the process as possible for assistance. Submit a Notice of Intent form along with your guidelines.

4. Have your proposal critically edited by as many objective people as possible.

5. Complete a Transmittal Form.

6. Transmittal Form Signatures:
   - The Principal Investigator
   - Department Chair
   - Dean
   - Research Financial Services Department (HH Room 315)
   - Research Funding and Pre-Award Services

7. Deliver the proposal to the Department of Research Funding and Pre-Award Services (HH Room 230) at least five (5) business days before the deadline.

8. Research Funding and Pre-Award Services approves the proposal, and then sends the proposal to the Authorized University Official for approval.

9. Pick up the proposal from Research Funding and Pre-Award Services after it has been processed, make photocopies, and mail.