Proposal Submission Methods

**Paper & Email**

- DLC prepares proposal in Sponsor-required format
- DLC creates development proposal in KC PD Module and routes proposal for MIT review
- RAS reviews & approves in KC, then provides cover letter for DLC to send with proposal to sponsor
- Proposal sent to sponsor

**Sponsor System**

- DLC prepares proposal in Sponsor-specific system (example: NIH ASSIST, NSF Research.gov, NASA NSPIRES, Proposal Central or others). DLC allows “AOR” or “SRO” access when done
- DLC creates development proposal in KC PD Module, uploading Sponsor-specific system document(s), then routes proposal for MIT review
- RAS reviews in both KC and Sponsor-specific systems. RAS approves in KC, generating KC Institute Proposal # and most often approves and submits in Sponsor system (like Proposal Central), unless DLC approves in Sponsor system (like NSPIRES)
- Proposal sent to sponsor

**Workspace**

- DLC user creates or is invited to a Grants.gov Workspace proposal, prepares proposal in Workspace and allows “AOR” or “SRO” access when done
- DLC creates development proposal in KC PD Module, uploading Workspace document(s) and MIT requirements, then routes proposal for MIT review
- RAS reviews in both KC and Workspace, RAS approves in KC, generating KC Institute Proposal #, and submits Workspace.