GENERAL INFORMATION ABOUT THE DIVISION OF WORK BETWEEN THE DEPARTMENTAL ADMINISTRATOR AND THE PRINCIPAL INVESTIGATOR

1. The applicable Department Administrator (“DA”) and Principal Investigator (“PI”) must collectively complete the OSP Proposal & Award Acceptance Workflow (“Proposal Workflow”) through Part I: Section 10, Additional Supporting Documents.

2. The DA and PI will need to determine who is responsible for completing the various Part I sections of the Proposal Workflow.

3. Once this determination has been made, the DA will complete her/his required steps in accordance with the Frevvo User Guide.

4. The remainder of the Proposal Workflow is also described in detail in the Frevvo User Guide.