

PRF Processing Guidelines



The Proposal Routing Form ("PRF") is a University document that captures the University's internal approvals required to submit an application or negotiate an agreement for external funding, it is never transmitted to a sponsor. The PRF is routed through the department and college prior to proposal submission: (i) to provide the department head, dean and/or other central administrators basic information regarding the project; (ii) to act as a checklist to ensure that all *compliance* obligations have been considered and are met, or have been submitted and are pending approval; (iii) to provide the Departmental and /or Collegiate approvals necessary to submit an application; and (iv) to provide information for institutional databases on grants and contracts. The approved PRF is the document that allows the Office of Sponsored Projects Administration ("SPA") to begin processing a proposal or, in the case of for-profit sponsors, negotiating an agreement.

The PI should work with their Department's (pre-award) research administrator to prepare the PRF and any other required submission documents (i.e. budget, scope of work). Once completed, the PRF is, routed to the PI's department head (or his/her designee) and Dean's office for review and approval. After the PRF has been approved, the PRF package (the PRF, all proposal documents and any sponsor provided guidance materials/documents) is submitted to SPA where it is logged into the University's Enterprise Financial System (EFS). SPA then reviews the PRF package and submits the application to the sponsor. When necessary, SPA will also work with the sponsor to perform any negotiations and submit (with the assistance of the PI) any additional documents that may be required.

It is important to note that until the PRF has been submitted to and received by SPA, it cannot be logged into EFS, and therefore it will not have a tracking status within SPA. SPA manages its work load through tracking in EFS; and the submission/receipt of the approved PRF is the starting point for SPA's official activities.

PIs who intend to submit a proposal begin the communication process with their department head and SPA well in advance of the sponsor's deadline. Advance notification to the SPA Grant Administrator enables SPA to assess potential impacts, raise questions before the proposal's final processing and make any necessary arrangements. If you desire SPA's assistance, please contact your assigned SPA Grant Administrators to make an appointment well in advance of SPA published deadlines. This advance communication does not change the requirement for the approved PRF package prior to the proposal submission or commencement of agreement negotiation.

Check associated links for more information:

- [Proposal resource Section that includes PRF references](#)
- [Grants.gov PRF submission calculator](#)
- [On-Time Proposals: Review-And-Submit-Ready Criteria](#)
- [Internal Proposal Deadlines and Proposal Submission Resources](#)