<table>
<thead>
<tr>
<th>Days before Deadline</th>
<th>PI Responsibilities</th>
<th>PRO Responsibilities</th>
<th>GCO Responsibilities</th>
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</table>
| **30+ Business Days (BD)** | • Must maintain active communication and participation in proposal preparation activities  
• Sends information necessary to prepare documentation within 2 BD of initial response/request for information  
• PI is responsible for ensuring document formatting is in compliance with sponsor requirements. | • Initial response and request for additional information to be sent within 3 business days  
• SRE/draft budget (if sufficient information is available) to be sent within 4 BD from initial response  
• Prepare budget justification  
• Full proposal support available, inclusive of preparing Current and Pending statement (C&P), formatting documents, etc., provided active communication is maintained  
• PRO will upload documents to sponsor systems (e.g. FastLane, ASSIST, grants.gov, etc.)  
• PRO will create and route RASS record for approvals | GCOs typically do not get involved in proposal preparation unless there are specific questions related to the sponsor or the RFP. |
| **15-29 BD** | • Must maintain active communication and participation in proposal preparation activities  
• Sends information necessary to prepare documentation within 1 BD of initial response/request for information  
• PI is responsible for ensuring document formatting is in compliance with sponsor requirements. | • Initial response and request for additional information to be sent within 2 business days  
• SRE/draft budget (if sufficient information is available) to be sent within 3 BD from initial response  
• Prepare budget justification  
• Prepare C&P (if applicable)  
• PRO will upload documents to sponsor systems  
• PRO will create and route RASS record for approvals  
• Additional proposal support is limited and other services available as time permits. | |
| **6-14 BD** | • Must maintain active communication and participation in proposal preparation activities  
• Sends information necessary to prepare documentation within 1 BD of initial response/request for information  
• PI Uploads proposal components into sponsor submission system (e.g. FastLane, ASSIST, etc.), and is responsible for ensuring that | • Initial response and request for additional information to be sent within 2 business days  
• SRE/draft budget (if sufficient information is available) to be sent within 3 BD from initial response, *time permitting*  
• Prepare budget justification  
• Prepare C&P (if applicable)  
• PRO will create and route RASS record for approvals. | |

PRO Service Agreement Matrix – v1.2 (rev: 5/11/2021)
<table>
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<tr>
<th>Timeframe</th>
<th>Proposal Submission Tasks</th>
<th>Additional Proposal Support</th>
<th>Review Timeline</th>
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</table>
| ≥3 BD     | - Must maintain active communication  
- Sends information necessary to prepare budget within 1 BD of initial response/request for information  
- PI Uploads proposal components into sponsor submission system (e.g. FastLane, ASSIST, etc.), and is responsible for ensuring that proposal docs are compliant with sponsor requirements.  
- Creates and routes RASS record for approvals  
- PI will be responsible for making any changes as a result of GCO review. | - Additional proposal support is limited, and other services available, as time permits.  
- Review and signature of certifications and representations | - Review timeline based on proposal release to GCO: [OSP Proposal Review Guidelines](#) |
| ≤2 BD     | - PI will be responsible for all aspects of proposal submission, inclusive of budget preparation, compilation of proposal in sponsor submission system, and RASS record routing. | - PRO will not be able to provide support | |

**NOTE:**
- This matrix pertains to standard research proposals only. Centers, Training Grants, and other large initiatives may require significantly longer time allowances.
- If proposals are received by GCO five (5) business days in advance, the proposal will get full review, and errors will be identified.
- Exceptions may be made for proposals arising from RFPs with short turnaround times - e.g. DOE-invited full proposals, Program Officer solicited proposals, etc. PIs should consult with PRO as soon as they become aware of such proposals.
FREQUENTLY ASKED QUESTIONS

Q: Who submits my proposals to the sponsor?
A: The Grant and Contract Officer (GCO) submits proposals to the sponsor. In addition, they are the liaison between Cornell and the Sponsor at all times during the proposal preparation process. If, during review, the GCO finds that corrections need to be made to the proposal before submission, the GCO will let the PI and PRO Team know so that they may make those corrections.

Q: I have been working on my proposal with a PRO Team member, but am uncertain of where the GCO fits into the process. Who should I work with?
A: For all proposal preparation activities, the PI should work with the PRO Team member. Prior to releasing a final application to the GCO, the GCO can help answer questions related to the proposal RFP/guidelines and the submission process.

Once a proposal has been released to the GCO, the GCO will review the proposal for compliance with the guidelines, time permitting, and provide recommendations for changes to the proposal according to guidelines.

Q: If I have a question regarding an aspect of the pre-award process (e.g. proposal development), who should I reach out to – PRO or the GCO?
A: Please reach out to the PRO Team member that you are working with. If the question falls into the purview of the GCO, PRO will be happy to reach out to the GCO on your behalf.

Q: If I have a question for the sponsor, who should I reach out to – PRO or the GCO?
A: The GCO is the liaison between Cornell and the sponsoring agency. If you have a question that requires sponsor input, please reach out to the GCO, as they can coordinate the appropriate query to the sponsoring agency.

Q: How can I find out which GCO is working on my proposal? I would like to discuss a sponsor-related question with them directly.
A: There are three ways –

- Consult the Find My GCO page on the Research Services website: https://researchservices.cornell.edu/gco
- Look up your proposal in RASS by the OSP number. The GCO is listed within the proposal record.
- Ask the PRO Team member working on the proposal, or the PRO Team Lead. We will know who to direct you to!

Q: How will PRO handle questions regarding cost-share? How can I initiate a conversation about cost-share with the College of Engineering?
A: The PI can work with the PRO Team member to develop a draft budget, inclusive of any cost-share requirements. Once the draft budget including cost-share is prepared, it should be shared with the Associate Dean for Research along with the PI’s request for funding to meet cost-share requirements.