**PROCEDURE FOR APPLYING FOR EXTRAMURAL FUNDING**

**Principal Investigator prepares a Grant Proposal**

Based on guidelines and procedures highlighted by the sponsor/funding agency

**PI seeks help/guidance/information enabling him/her to address relevant sections of grants etc.**

Finance

**Registrar’s Office**

**Projects with degree training component only**

**Safety and Security (If applicable)**

**Housing**

**(If applicable)**

**Legal**

**Clinical Trials Unit**

**(If applicable)**

**Human Resources**

**Finance**

PI & Team

**PI completes grants checklist and application form/s and obtains approvals from relevant departments**

**Submission to Departmental Chair for review**

Approval by HoD/Chair

Dept. Chair

Investigator submits a copy of application, completed grants checklist along with other relevant documents.

Application is checked for compliance with institutional policies

**Submission to relevant Dean/Director of Entity for Review**

Approval by Entity Head

Dean/Director

**Submission to Office of Research and Graduate Studies for review and approval by AVP**

OSR and

Associate Vice Provosts

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In case of electronic submission, the OSR will submit the proposal on the sponsor’s portal.

Original application returned to the investigator