

# 7 STEPS to . . .

## Pre-Award Internal Clearance Process Guide

**Step 1:** Minimum Two Months: Identify funding agency.

**Step 2:** One Month: Complete the **Notice of Intent Form** found on the OUR website ([www.csulb.edu/research](http://www.csulb.edu/research)) under Forms. Your proposal will be placed on a master calendar to help ensure that adequate time is reserved for assistance with the internal clearance process and to submit your proposal and appropriate agency forms before the deadline date. The Notice of Intent Form is shared with the Principal Investigator's (PI) college and department. If the funding source is a private foundation, the form will also be shared with Prospect Management in University Relations and Development.

**Step 3:** **Budgeting:**

- a. **Draft Budget.** Two to four weeks in advance, contact and/or submit draft budget to Annette Lujan, Office of University Research ([alujan2@csulb.edu](mailto:alujan2@csulb.edu) or 985-1567)
- b. **Final Budget.** After modifications are completed in consultation with the PI, the final budget will be forwarded to the OUR to review and begin the internal clearance process.

**Step 4:** **Internal Clearance Form.** Two weeks in advance, OUR will contact the PI to assist in completing the Internal Clearance Form. That form, along with the final budget and summary/abstract/scope of work is circulated via email for approvals by the PI, Co-PI, Department Chair, Dean, and Administrative Services Manager (ASM). For proposals requiring cost match/cost share, additional documentation must be included and the internal clearance form is circulated manually by the PI.

This process may take from 4-5 days. ***Internal clearance must be completed before the proposal can be submitted.***

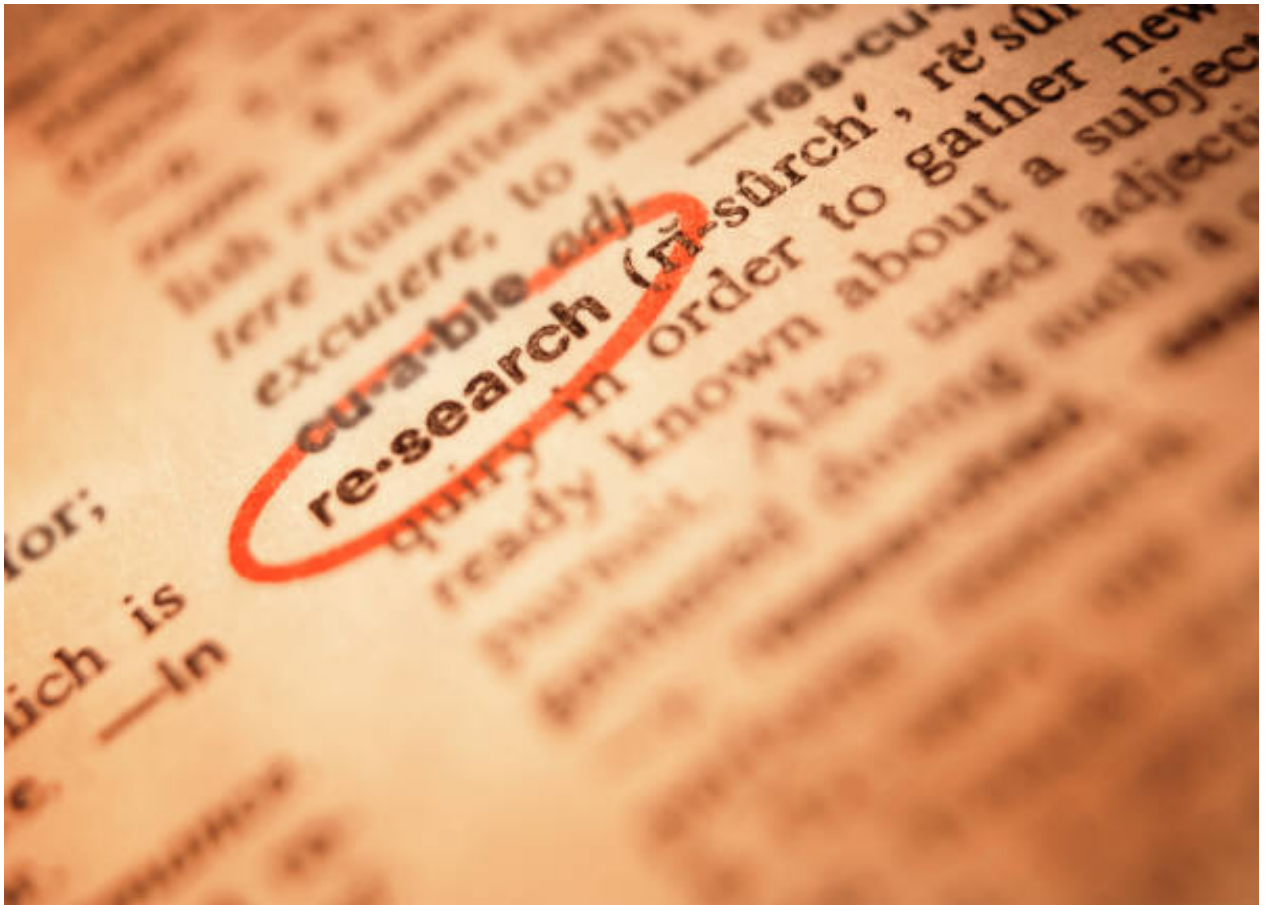
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Phone: 562/985-5314 ~~~ Fax: 562/985-8665

**Step 5: Submission.** Once the Internal Clearance Form has been approved by the department and college, it is circulated to the Foundation for budget audit, then receives final review by Administration and Finance and Academic Affairs. When all reviews have been completed the proposal can be submitted.

When electronic submission is required, OUR staff will assist the PI in completing agency forms and uploading the proposal, particularly the budget. The proposal will be submitted by the AVP for Research or Designee.

**Step 6:** OUR will notify the PI via e-mail, copying the Foundation, that internal clearance has been completed and will assign a log number.

**Step 7:** When an award is received, the Foundation contacts the PI directly to assign a project number and project manager for **post-award** fiscal administration.



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