# Full Application Support

Roles and Responsibilities of the Principal Investigator (PI), Research Grant Facilitators (RGF) and the Institutional Strategic Awards (ISA) team.

| **Task** | **PI** | **ISA** | **RGF** | **Target Date** |
| --- | --- | --- | --- | --- |
| **Planning stage** | **MM DD – DD(X weeks)** |
| e.g., Host proposal development (“kick-off”) meeting |  |  |  |  |
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| e.g., Provide templates, past proposal examples and line up application development support and resources for project team |  |  |  |  |
| **Proposal development stage** | **MM DD – DD(X weeks)** |
| e.g., Solicit letters of support from partners  |  |  |  | Week of MM DD |
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|  |  |  |  | By MM DD |
| e.g., Facilitate internal peer review |  |  |  | Week of MM DD |
|  |  |  |  | By MM DD |
| e.g., Obtain updated CVs or biosketches from collaborators |  |  |  | By MM DD |
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|  |  |  |  | By MM DD |
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| **Proposal submission stage** | **MM DD – DD(1 week)** |
| e.g., Obtain signatures for SFU Signature Sheet(s) |  |  |  |  |
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| Submit final package to ORS |  |  |  | By MM DD[internal deadline] |
| Proposal submission |  |  |  | By MM DD[agency deadline] |