Every request starts online via the Researcher Home Page.

Refer to the Guide to Researcher Home Page for detailed step-by-step instructions on completing the following forms in PeopleSoft:

- Create Proposal**
- Create Amendment
- Create Sub Grant
- OE Authorization Request

**The online form(s) should not be used for previously submitted RSO-reviewed formal applications. Contact your faculty-appointed Research Facilitator for instructions. See sidebar for links to the corresponding sections on the RSO Website.

Many requests come to RSO with missing information or incomplete documentation that prevents a request from moving forward!

Why is a complete document package important?

A complete package:

- Simplifies and streamlines processing to get a project setup or changed
- Avoids discrepancies and missing information that can cause delays
- Ensures compliance with University and Sponsor policies and procedures

You will have a complete document package when you ...

- Prepare the request online and print it
- Attach all relevant documentation
- Obtain the required signatures
- Forward your complete document package to the RSO at 222 Campus Tower in order for RSO to action your request

Key Information often missing that leads to processing delays:

- Budget including Indirect Costs of Research
- Start/End Dates
- Scope of Work
- Approval (Supporting Documents):
  - Notice of Award (or Conditional Notice of Award)
  - Legal Agreement (or sponsor contact such as email, phone, etc. in order for RSO staff to initiate the Agreement). Do not sign legal agreements – send to RSO first!
- Approved or renewed ethics and biohazards (if applicable) should be in place or in progress before preparing a request; for more information review the RSO Ethics Certifications.
- Signatures