



**Krannert Institute of Cardiology – Business Administration**  
**Standard Operating Procedure**

**Title:** Proposal Notification

**Purpose:** This SOP explains how to notify the Business Office of an upcoming proposal and request administrative support with the application.

**Applicable to:** Krannert Faculty and Staff

These are the steps that should be taken to notify the Business Office of a faculty member's intent to apply for research funds. This policy is applicable to internal and external opportunities.

1. As soon as one becomes aware of an opportunity and decides to apply, please email the Business Office.
  - a. Early notification to the Business Office is preferred.
  - b. Include a link to the funding announcement and the PI's name in the email.
2. The Business Office, once the notification is received, will assign the proposal to one of the Assistant Business Managers.
  - a. An email response outlining internal due dates and other administrative details related to the application process will be sent by the Assistant Business Manager(s).
  - b. As the due date gets closer, expect to have an ongoing discussion with the assigned Business Manager(s) regarding budget details and other administrative topics.
3. All proposals which request funds or commit University resources need to be routed through the Business Office, Chairman's Office and the Office of Research Administration for approval before being submitted to a sponsor.
  - a. For example, a letter of intent to submit an application does not have to be routed through the University, but the Business Office would like to be notified of the intent to apply for a full-proposal if the sponsor requests one.

**Resources**

KIC Staff: <http://medicine.iupui.edu/krannert/faculty-directory/#>