

The Office of Research and Innovation introduces the **Grant Award Process at a Glance**



Congratulations!
You've been awarded
funding!



Notice of award comes to
either you or the ORI. If it
comes to you, email the
award notice to our office.



Once we have an award
notice, the sponsor and
university work together to
get a signed agreement.



Once there is a signed
agreement, a project is created
in Maestro, accounts are
created.



The ORI hosts a kick off
meeting with all of the
people who will be
involved to discuss your
project.



Your Maestro proposal **must** have
completed its internal routing to create
accounts.



Now it is on to the
next research
proposal!



If you have any scholarship
published from your research,
let us know so we can recognize
your publication in our
newsletter and social media.



The end of the project is here!
Close out procedures begin.
Ensure all project expenditures
have been processed and
approved, and remove
employees from project.



All deliverables need to
be sent to the Sponsor
and uploaded into
Maestro for record
keeping purposes.

START

Start your research project!