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** – The online form(s) should not be used for previously submitted RSO-reviewed formal applications. Contact your faculty-assigned **Research Facilitator** for instructions.
- **Create Amendment**
- **Create Subgrant**
- **Over Expenditure** Authorization Request

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 us 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 **Ethics Certifications** webpage.
- Signatures