**Administrative Associate**
- Updates and formats biosketches
- Completes proposal forms

**Principal Investigator**
- Develops Statement of Work
- Communicates budget information to RPM
- Writes budget justification

**OSR Contracts Office**
- Negotiates & signs contract with sponsor
- Ensures terms & conditions are acceptable to Stanford

**Research Administrator**
- Provides budget information to PI
- Oversees process
- Approves PDRF
- Prepares budget and signature pages
- Routes PDRF