

**SPONSORED RESEARCH OFFICE  
REQUEST FOR PROPOSAL APPROVAL AND SUBMISSION (RPAS)**  
**RPAS Form appears on Page 3, Note: Ctrl + Click to follow links in document**

The purpose of the RPAS is to assure that all projects submitted on behalf of Occidental College are in alignment with the College's mission and conform with institutional administrative and fiscal policies. Because awards are made to Occidental College and not to individuals, no formal proposal is to be submitted to an outside sponsor, whether public or private, without first completing this process.

The RPAS is an MSWord document and is designed to be easy to complete. If you click in the first text box (PI Last Name) and use the TAB key to move through the form, each text box will expand as you type in it. Completing each field will make it easier to secure approval for your submission.

Once you have completed the form, save it for your records, then email it to [sro@oxy.edu](mailto:sro@oxy.edu) and  
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Oxy Proposal # \_\_\_\_\_

**REQUEST FOR PROPOSAL APPROVAL AND SUBMISSION (RPAS)**

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<b>Principal Investigator Last Name</b>	<b>First Name</b>	<b>Department</b>	<b>Email address</b>
<b>Co-PI Last Name</b>	<b>First Name</b>	<b>Department</b>	<b>Email address</b>

**Proposal Title:**

**Proposal Summary:** Insert or attach an abstract of the proposal.

**Budget:** Attach the proposed budget. Proposal cannot be submitted until the final budget is received and approved.