# GRANT PROPOSAL ROUTE

## Step 1: Development and Discussion of Idea
- Review the literature
- Discuss idea with Program Coordinator and Assistant Dean
- Identify other faculty/staff with similar interests
- Write one-page preliminary proposal with budget estimate
- 3 – 12+ months prior to deadline

## Step 2: Identify Funding Sources
- Get assistance from Grants Director
- Search opportunities on the Internet and other sources
- Contact potential sponsors and ask questions
- 2 – 12+ months prior to deadline

## Step 3: Preliminary Approval
- Submit preliminary approval form and summary to Grants Director
- 2 – 6 months prior to deadline

## Step 4: Formal Proposal Development
- Establish working schedule to meet deadline
- Follow the guidelines
- Get budgetary assistance
- Ask colleagues and Grants Director to critique your draft
- Start at least 2 months prior to deadline

## Step 5: Final Internal Approval and Submission
- Polish final version of proposal
- Complete, sign, and obtain other signatures for Internal Approval Form
- Submit completed forms and final version of proposal to Grants Director for submission to sponsor
- During final weeks prior to deadline

## Step 6: Post-submission Activities
- If funded:
  - Send copy of award letter to Grants Director
  - Meet with Grants Director and Budget Officer to discuss account procedures and review project requirements
  - Complete progress reports by required deadlines
- If not funded:
  - Request reviewers’ comments
  - Rewrite and resubmit if appropriate
  - Explore activities that can improve your future funding chances

Notice of award may be received Anywhere from 3 – 9 months AFTER submission

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*Keep everybody in the loop and plan ahead!*