First Steps to Grant Submission

Finding Funding

- Search for a funding source using the resources listed on the Grants Page.
- Evaluate the grant opportunities:
  - What is the financial cost and/or benefit to the University?
    - Note whether matching funds are required (less favorable) and whether indirect costs are allowed (more favorable).
  - Can the University meet all of the grant requirements?
    - Develop a timeline that includes the grant deadline. Identify the appropriate resources needed: people, facility, equipment and collaborators.

Develop Proposal & Route for Internal Approval

- Read the grant guidelines before developing your proposal.
- Develop a preliminary budget.
- Complete the Grant Pre-Award Process: Proposal Development and Pre-Approval Form and get the requisite signatures.
  - Meet with your Department Chair to obtain concept approval.
  - Meet with Dan Nogales and Sheila Bryant to obtain initial approval to proceed with federal or state grants.
  - Meet with Bryon Knight to obtain initial approval to proceed with non-government grant submissions.
- Following initial approvals, follow the grant guidelines and develop a full proposal.

Compliance Review

- When your proposal is ready, complete the Grant Pre-Award Process: Compliance Review and Approval Form.
- Submit your final proposal for compliance review and approval at least 10 days prior to the submission due date to:
  - All Grants: Your Department Chair for final approval
  - Federal/State Grants: Dan Nogales and Sheila Bryant
  - Non-government Grants: Bryon Knight
- Documentation submitted for review must include your proposed budget. The proposed budget must clearly identify the University’s commitment to matching funds and any additional resources required for the proposal.

Review and Submit

- Once your proposal is approved through the compliance review and approval process, the grant is ready for submission to the funding source.
  - There are various ways agencies accept grant applications. Federal grants all have on-line submissions that require the AOR approval.
  - It is best to submit the grant at least one-day prior to the deadline if possible. Do not wait until the last minute for submissions, many things can go wrong and most agencies will not take late proposals.
- After submission, wait for notification of acceptance or denial.
- Inform Sheila Bryant (federal/state grant) or Bryon Knight (non-government grant) when you receive notification of acceptance or denial.