

Office of Grants, Research and Sponsored Programs

Steps for Creating a Proposal

STEP	PROJECT DIRECTOR RESPONSIBILITY	SERVICES OF GRASP
1 Develop the project idea	Review the literature Relate the idea to a purpose Consult with other experts Make initial contacts with potential external partners/collaborators Hold preliminary discussions with your Department Chair, Dean and GRASP	Analyze Federal, state and private agency programs to potential funding sources
2 Begin pre-proposal activities	Determine potential sponsors Determine the project director Determine what personnel will be needed (both SRU and non-SRU) Discuss project with off-campus partners and define the role of each partner Confer with the sponsor about the project Develop preparation schedule to meet deadline Inform GRASP of intent to submit a proposal	Assist in selecting potential sponsors Obtain proposal guidelines Facilitate contacts at the sponsoring agency Explain policies for human subjects/animal subjects for review process Explain SRU policies for submitting a proposal Assist in clarifying proposal requirements and sponsor guidelines
3 Plan the budget	Determine % of time for SRU personnel Determine any matching requirements and in-kind contributions (if applicable) Obtain estimates of unusual items (e.g., equipment) Prepare budget and budget justification	Work with Grant Accountant to obtain salary and fringe benefit information and correct estimates of in-kind matches (if applicable) NOTE: Grant Accountant will assist project director with budget development if requested
4 Prepare draft of the proposal	Share draft of proposal with colleagues for feedback Obtain letters of collaboration from external partners Request review of the proposal and budget by Department Chair and Dean Submit copy of entire proposal to GRASP	Prepare on-line sponsor's forms Provide editing of draft proposal (if requested by project director) Review draft of proposal for adherence to sponsor's guidelines and university policies Make recommendations for change
5 Prepare final proposal & obtain approvals	Send Word and/or PDF documents of proposal to GRASP via email Prepare "Transmittal Form for External Proposals" Obtain signatures of Department Chair and Dean Deliver complete copy of proposal to GRASP along with Transmittal Form at least 5 working days prior to the sponsor's deadline	Review proposal for completeness and adherence to compliance issues Obtain signatures from institutional officials Upload proposal information into on-line system Notify project director when proposal has been administratively approved
6 Submit proposal to sponsor	Hit the "submit" button for on-line submissions (if appropriate) NOTE: all Federal submissions are required to be sent by GRASP	Hit the "submit" button for on-line submissions Send confirmation to the project director of successful submission
7 Pending proposals	Be patient – most sponsors take several months to review proposal and make funding decisions	Serve as the liaison between the sponsor and the project director for any correspondence and/or telephone contact
8 Negotiation with the sponsor	Be available for discussion on technical, programmatic and financial aspects of the proposal Prepare revised budget, budget justification and/or program narrative if requested by the sponsor	Negotiate the budget with the sponsor Obtain approval for the negotiated budget and budget justification from Grants Accountant Submit negotiated budget and/or revised program narrative to sponsor
9 Receipt of Award	Notify GRASP if award notification is sent directly to the project director Accept the terms and conditions of the award Obtain IRB and/or IACUC approval (if appropriate)	Notify project director if award notification is sent directly to GRASP Prepare Notice of Award form for project director to accept the terms and conditions of the award Prepare and send Project Activation Request form to Grant Accountant once all approvals have been obtained

Developing a Grant Proposal

Every grant application and process will differ. PLEASE carefully review the sponsor's guidelines and follow directions precisely. The Grants Office will help ensure this process is done efficiently to meet all requirements.

Basic elements of a proposal:

- Cover letter
- Table of Contents
- Abstract/Project Summary
- Project Narrative
 - Problem Statement/Statement of Need
 - Project Description
 - Goals and Objectives of Project
 - Dissemination Plan
 - Evaluation Plan
 - Data Management Plan
- Project Time Line
- Key Personnel Roles
- Budget & Budget Justification/Narrative
- Appendices
 - Bibliography
 - Support Documents
 - Biosketch/Resume/CV of Key Personnel