Procedures Table for Preparing a Proposal for External Funding

STEP	NOTES	SPECIFIC ITEMS	DUE DATE	COMPLETED
Have a great idea	Possible funders, topics to consider, process.	Contact RSP or CFR to get started.	ASAP	Y/N
Pick an opportunity that is a good fit.	Understand requirements for application and award, ensure a good fit.			
Get others on board	Programmatic, curricular, complex? You'll need approval from the Provost's Office and perhaps others on campus.	Complete Project Idea Form and send to RSP or CFR	ASAP; at least 1 month before submission	Y/N
Make a plan	Work with CFR or RSP to plan for upcoming submission. Submission date for a subaward is the day your materials are due to your collaborator.	Review the Submission Policy and External Funding Approval Form	12 days to 3 months prior to the planned submission date	Y/N
Prepare your proposal	This is a shared process, we are here to help. Seek comments on drafts as they are completed.	• Draft budget and justification • Draft narrative • Other required documents		Y/N
Finalize the budget	Submit required budget materials RSP or CFR. Review will check budget for compliance, consistency with guidelines, and under- or over-budgeting.	• Detailed budget in Excel • Budget justification or detailed scope of work • Sub-award budget(s) and support documents • Cost share/match budget • Draft of the proposal narrative	by 9:00 AM no less than 7 full working days prior to the planned submission date	Y/N
Get internal approvals	After your budget is reviewed seek final internal approvals - they protect the PI, the College, and the funder.	External Funding Approval Form and required attachments are submitted to Grants Office.	Between 3-7 days prior to submission deadline	Y/N
Final internal review	Submit all final materials to RSP or CFR, allow "submit" access on electronic portal.	Be available by phone or email for final questions and/or revisions.	9:00 AM 3 full working days before submission	Y/N
Submission	RSP or CFR submits proposal or authorizes PI/PD to submit.			Y/N