

Proposal and Grant Process

In order to remain compliant with Federal and State laws as well as internal policies and regulations, the following procedures should be followed when preparing, accepting, signing, and executing sponsored agreements.

Step 1: A faculty or staff member receives a Request for Proposal (RFP).

Step 2: The faculty or staff member discusses the RFP with the appropriate Dean/VP.

Step 3: If the Dean/VP agrees a Grant Concept Form is completed, signed by the Dean/VP, and forwarded to Sponsored Programs Officer for further processing.

Step 4: Schedule a meeting or phone call with the Sponsored Programs Officer (SPO) to discuss the application and proposal process, when necessary.

Step 5: The Dean or PI will schedule a meeting with internal and external partners, if applicable.

Step 6: Begin working on the proposal.

Step 7: Reread the RFP.

Step 8: Submit proposal draft to the Dean/ VP of your area and Sponsored Programs Officer for preliminary review.

Step 9: Work with the Sponsored Programs Officer on the budget and budget narrative.

Step 10: Submit the full proposal and all attachments to the Sponsored Programs Officer for a final review and to secure applicable signatures. ***Proposals must be submitted to the SPO 5 days before the proposal is due to the Funding Agency.***

Step 11: The proposal is submitted to the funding agency

Step 12: Upon written notification of award funding, the individual immediately notifies their Dean/VP and Sponsored Programs Officer.

Step 13: If you receive a copy of the award forward it to the Sponsored Programs Officer, who will review it to ensure all terms and condition are acceptable then forward it to the President or designee for his/her signature of acceptance. If adjustments are needed the Sponsored Programs Officer will work with necessary parties to reach a mutual agreement.

Step 14: Once the Agreement has been signed by all required parties (internal and external) the Sponsored Programs Officer with the Director of Business Services will create a grant account. You can begin using grant funds.

All proposals and grant awards must be approved by the President or his/her designee