

Process for Developing and Submitting a Grant Proposal

LEGEND

RFP: Request for Proposals

RC: PreAward Research Coordinator, Maggie Hutchins, mhutchins@txstate edu ORSP: Office of Research and Sponsored Programs, Alex Smith, as55@txstate edu [find resources at www.education.txstate.edu/coero/preaward]

Develop Your Proposal Idea

- Consider the following:
 - -- What is the big idea?
 - -- What is the research objective?
 - -- What is the research's impact?
 - -- How is this research relevant?
 - -- What research gap does it fill?
- Discuss your idea with your colleagues.
- > Draft a Project Work Plan.
- Complete a Pre-Award Service Request.

Concept/Project Summary

- Draft a Concept Paper/ Project Summary
- Ask for feedback from the Associate Dean for Research, RC, and/or colleagues.

Funding Identification

- > Explore funding sites.
- Sign-up for the PIVOT Funding Database.
- ➤ Review the RFP for eligibility and fit with sponsor's mission and priorities.

Contact Program Officer

- Contact the Program Officer.
 - -- Share your concept paper.
 - -- Is this a good fit for the funding opportunity?
- > Stay in touch with the Program Officer throughout the process.
 - -- Ask for clarification.
 - -- Build your relationship for future opportunities.

Draft a Proposal Development Plan

- Deconstruct guidelines
- -- Create a proposal checklist.
- -- Identify required proposal components.
- -- Identify submission timelines & instructions.
- Project Planning
 - -- Formalize your proposal team, establish roles and expectations.
 - -- Host team meetings.

Notifications

- Email the Dean, ADR, and Chair
 Include sponsor, budget estimate, potential course buyouts, facility needs, cost share, and names of PI, co-PI.
- Submit a proposal notification through Kuali Research.
 - -- Include a link to, or PDF of, the RFP.
 - -- Answer the questionnaires.

EARLY SUBMISSIONS ENCOURAGED!

The earlier ORSP and COERO receive your documents, the more thorough the review. Be mindful of your fellow faculty and staff, and submit early!

Proposal Development

- Request the letters of support/collaboration early!
- ➤ Draft your budget & justification
 - -- Consider any sponsor limitations.
 - -- Ensure it reflects the scope of the work.
- ➤ Gather/Request Boilerplate language, institutional data/info, Data Management Plan info, etc.
- ➤ Update your CV or BioSketch.
- Write your narrative and ask a colleague and/or RC to review it.
- Identify and draft supplemental forms.

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Complete this stage at least 10 business days before sponsor deadline.

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- Send to RC/ORSP for Compliance and Completeness review.Á

3-Day Rule for Routing

In order for the proposal to meet the 3-day rule, the proposal must be submitted to ORSP 3 [business] days before the sponsor deadline, with all proposal components complete with the exception of the final project narrative (or scope of work equivalent) in final print or entered/uploaded into the sponsor's website or application portal (if electronic submission). View 3-day policy.

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Submit

- PI reviews final documents for approval to submit to sponsor.
- PI must be available for approval to submit.

ORSP cannot submit a proposal without the PI's final approval.

Submit Proposal and Celebrate!