

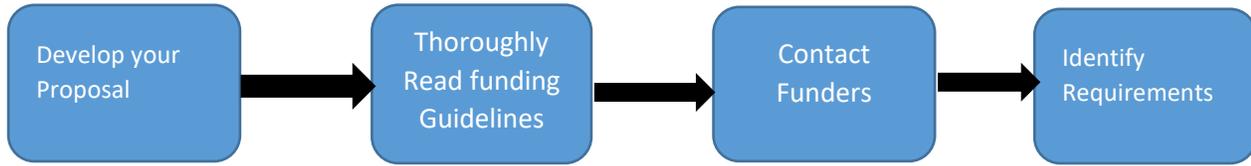
# Proposal Development | FLOW CHART



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## DEVELOP PROPOSAL

The Principal Investigator (PI) is responsible for: the proper technical conduct of the project; compliance with terms and conditions of the agreed-upon terms of the research/project; management of funds within the approved budgets; and administration of the project according to the agreement/contract and award guidelines.



- What is the problem/Need Budgets
- Goals
- Objectives
- Approach
- Outcome/impact
- Resources Available/Needed
- Time Frame
- Funds Required

- Get to know funder
- Determine how much they will invest in your project
- Identify budget requirements
- Identify key contacts
- Determine whether "good fit"

- Coordinate contact with Grants Specialist
- Discuss project/program with Program Officer
- Ask for assistance; draft review
- Inquire about how decisions are made and time frame
- Clarify budgets requirements

- Identify critical resources needed
- Determine equipment needs
- Determine space needs
- Obtain commitments from project participants (cost sharing etc...)
- Assign tasks (if team) to gather data, write sections, review drafts.



- Once CAEFP is fully executed, grant is approved for submission
- Verify submission process with Grant Specialist
- Submit as directed by guidelines

- Human Subjects: Institutional Review Board (IRB)
- Animal Use: Institutional Animal Care & Use Committee (IACUC)
- Environmental Health & Safety
- Conflict of Interest
- Intellectual Property
- Technology Transfer

- Complete the campus Approval for Externally Funded Projects (CAEFP) form, include the draft proposal and final budgets
- Sign form as Project Director, obtain Co-PI (when applicable), Department Chair and College Dean's signatures.
- Send paperwork to RASP – RASP will route for remaining authorizations

- Self-review
- Peer review; technical experts, scientific experts, etc.
- Grants Specialist Review: editing, formatting, assurance that application guidelines and requirements have been met.

| Key Elements                             |              |
|--|--------------|
| • Table of Contents                      | • Timeline   |
| • Page Formatting                        | • Budget     |
| • Abstract/Project Summary               | • Vitae      |
| • Projects Description/Program Narrative | • Appendices |
| • Projects Management                    |              |