UWB Grant Proposal Procedures: Step-by-Step Guide ~ Prepared by Jim Pilon

START HERE 1

Locate a specific request for proposal (RFP); or alternately, find a sponsor who supports your research idea to the extent that they request a proposal submission.

2

(a) Determine the grant start date and timeline; and (b) Call the UWB grant coordinator to solidify procedures, anticipate potential concerns, etc.

3

Acquire informal approval from your program for course releases, FTE (salary) adjustments, staffing needs or other potential time, facility, or resource adjustments.

4

Identify and contact potential collaborators, co-PI(s), consultants, research assistance. Request letters of support from outside entities

5

Prepare a draft of a proposal and sponsor's grant application (if required). UWB Grant Coordinator prepares eGC1 and collates other documents as needed

6

Finalize a budget with assistance of the UWB Grant Coordinator

7

At least two weeks prior to deadline: Grant Coordinator delivers a hard-copy of the grant (including near-final proposal draft, vitae, letters of support, **final** budget) to specific UWB programs and/or other UW departments for signature(s).

Note: OSP (formerly GCS) will implement electronic routing (aka "eApproval") for UWB Sum/Fall 2005

8

Upon UWB approval, Grant Coordinator submits the grant proposal to OSP. OSP will contact the PI or Grant Coordinator during that period if they have questions. OSP requests 10 working days for review.

Note: All NSF grants are online submissions. The PI must click the "forward to SRO" option in Fastlane, and OSP sends it directly to NSF.

9

OSP approves grant and contacts the Grant Coordinator for pick-up.

10

PI makes final grant review, adds late documents such as letter of support and non-budgetary adjustments to proposal. PI gives written (email) permission to Grant Coordinator to mail the grant to sponsor.

11

Grant Coordinator/Dept. staff express-mails grant to sponsor. (OSP submits electronic submissions after final permission by the PI).

12

Sponsor (often) acknowledges receipt of proposal and assigns a proposal number. Proposal is reviewed, receives excellent score, and is funded!