

Getting Started

- Identify potential funding opportunity.
- Review the sponsor guidelines to confirm eligibility and ability to meet the program objectives.
- Alert your department Chair and/or Dean of intent to apply **at least 45 days prior to the deadline**.
- Submit the “[Intent to Apply](#)” and “[Current and Pending Support](#)” form to SPO.
- Schedule a pre-proposal consultation meeting with SPO **at least 30 days prior to the deadline** to review the proposal guidelines and begin proposal and budget development.
- If human subjects are involved, contact the Institutional Review Board (IRB) to review the project.

Proposal Preparation

- Meet with SPO to review the sponsor guidelines and obtain assistance with budget development and proposal preparation **at least 20-25 days prior to the deadline**.
 - (if applicable) - Start working on negotiations with sub-award/consultant or contractual arrangements.
 - (if applicable) - Budgets with “**Cost Share**” require approval by the Chair, Dean of PI and the Division of Fiscal Affairs.
 - If applicable - Budgets with “**Release Time**” require pre-approval from the Office of the Provost and approval by the Chair and Dean of the Principal Investigator/Project Director (PI/PD).

Principal Investigator/Project Director must ensure that SPO receives a DRAFT of the following for review no later than 7 business days prior to the sponsor deadline:

- A **DRAFT** of the proposal which includes:
 - All proposal elements (i.e., budget, abstract/summary, research plan, biosketch, budget justification, appendix, letters of support, etc.) and any additional documents required by the sponsor.
 - If the application contains a sub-award, the sub-award entity must provide a budget, budget justification and a signed letter of commitment from an authorized official at the sub-award institution.

- If the application contains a consultant arrangement, the terms of the arrangement must be confirmed in writing.
- For electronic submissions, the PI/PD creates the application and uploads the **DRAFT** version in the sponsor system.
- For all non-electronic submissions, the PI/PD submits the **DRAFT** to SPO in the format it will be transmitted to the sponsor.

Principal Investigator/Project Director must ensure that SPO receives the FINAL application for review no later than 5 business days prior to the sponsor deadline:

- A **FINAL** version of the proposal which includes:
 - All proposal elements (i.e., budget, abstract/summary, research plan, biosketch, budget justification, appendix, letters of support, etc.).
 - Other forms or documents required (i.e. statement of institutional commitments and/or cost share, sub-award agreement, etc.).
- For electronic submissions, the **FINAL** application must be uploaded in the sponsor system.
- For all non-electronic submissions, the **FINAL** application should be sent to SPO in the format it will be transmitted to the sponsor.

Proposal Submission

- SPO submits the proposal to the sponsor (In limited cases, SPO may grant permission to the PI/PD to submit the application).

Award Management

- If the grant is awarded by the sponsor, all award notifications and accompanying documents should be e-mailed to spo@clafin.edu.
- SPO will contact the PI/PD to set up an Account Create meeting to review the award terms and conditions and create the account number.
- SPO will assist with the financial management of the award throughout its lifecycle in concert with the University Grants Accountant.

Proposals Should not be Submitted to External Sponsors without SPO Review and Approval.