

## STEPS FOR SUBMITTING A GRANT

1. Notify Andrea 2-3 weeks prior to deadline
2. Provide her with the following information:
  - Funding Agency name and deadline
  - A copy of the call for proposals (can be electronic)
  - Advisor's name
  - Proposal title
  - Your Social Security number
  - Whether Human Subjects will be used
  - If Human Subjects are used, whether approval has been granted by IRB and the IRB approval number
  - Location(s) of research
  - Project begin and end dates
3. Sponsored Projects Administration (SPA) requests two weeks to review at least a rough draft of the proposal packet. Therefore, please submit a rough draft of all the required materials to Andrea as soon as possible. Please see NSF requirements checklist for NSF submissions.
4. Andrea will review the proposal to assure the funding agency guidelines have been met.
5. Your budget will also be reviewed by Andrea and suggestions will be communicated to you. Be sure to provide a budget justification sheet with every budget. The justification sheet should include the benefit of the expense to the project, and how the amount was derived i.e. \$20/hour x 4 hours or price quote from Amazon.com.
6. The rough draft will then be sent over to SPA for their review. Meanwhile, you are free to continue editing your proposal. If you make major budget changes let Andrea know ASAP. Often times SPA is required by the funding agency to provide a cover letter stating the amount requested. They assume no real major changes will be made and prepare the cover letter requesting the budgeted amount provided in your *rough draft*. Therefore, we need to notify them of any dollar changes ASAP.

7. SPA will make recommendations or sends approval via email to the PI (your faculty advisor) and Andrea. You will be notified immediately of any changes required..
8. Once approved, Andrea will collect from you your final draft, make any required copies and send out your submission.

A second (Andrea) and third (SPA) pair of eyes is a necessary evil to assure your grant submission is given the utmost consideration by the sponsor. We appreciate you giving us enough notice to assure a proper review on our end. Andrea will be happy to contact the funding agencies with any questions you may have regarding your proposal submission. Don't hesitate to ask for help and good luck!