

GRANT SUBMISSION 101

How to Successfully Submit a Grant Application

Step One

Think about a research project and look for available funding or contact Amanda Yager for assistance.

Step Two

When you find a grant you would like to apply for, read the RFP thoroughly than set it aside. After a couple of days, read it again.

Step Three

Develop a research plan in response (with possible deliverables) to the RFP and begin to flesh out the guts of the plan. **KNOW YOUR SUBMISSION DEADLINE AND WORK BACKWARD TO ASSURE TIME FOR REVISIONS AND SUBMISSION.**

Step Four

Determine what costs should be included in the grant application and start discussion with either Debbie Brudie (Math/Stats) or Amanda Yager (CAS). Either of these ladies can assist you in developing your budget (both are certified by ORSO to assist with budget development).

Step Five

Think, write, edit, think, write, edit, think, write, edit, think, write, edit.

Step Six

As you begin to finalize your project description, paying close attention to the timeline required for submission to the agency, check in with Debbie or Amanda to start the eREX for you. **All grant applications require eREX preparation.**

Step Seven

Finalize application and budget, complete eREX and send all documents required in package to Amanda Yager to review, complete upload to eREX, and submit to ORSO. She will get in touch with you if something is missing. CAS needs one day to complete and route your application for signature. **Submission to CAS should occur 3 days prior to agency submission deadline.**

Step Eight

CAS/Amanda can upload everything to the agency website for you and submit the application/eREX to ORSO for review. ORSO will push the final button to submit the application to the agency. **ORSO will need 2 days prior to the agency submission deadline to complete this task. If you are late, this step will require exception memos from you, your chair, and your dean.**

Step Nine

Wait—for confirmation of submission, agency review and possible awarding, and talk with Debbie if grant is awarded for account setup and start date. You can track progress of your grant submission at the myResearch website. Debbie will track your expenditures once the grant has been awarded and set up.