Developing & Submitting a Proposal for External Funding

Faculty in the College of Education

**College of Education
Office of Associate Dean**

Identify a source of external funding for a project. Read Request for Proposals (RFP).

Your chair or the Associate Dean may suggest you work on a specific proposal or on a collaborative team targeted a specific funding source.

Notify your Department Chair, the Associate Dean for Research (OAD) and Susan Erichsen about your potential proposal. Tell Susan the name of the program and the # reference for the proposal (or give her a copy). Make sure your IRB certification is up to date and that you have reviewed the FERPA policy.

Study the RFP carefully and develop your proposal. Decide who the PI's and Co-PI's will be, the facilities and administrative (F & A) agreements you've made with non-college co-PIs, and what college is handling the project (if a collaborative project with other colleges). Templates and support can be provided as needed by Susan or OAD.

Contact Susan, via email, about your plans to submit a proposal: Provide the name of the program, who you will be collaborating with (if any), and the RFP or solicitation number and the deadline. If the project is for research please indicate what type it will be (e.g., basic, applied, development). She will need the information listed above to start the paperwork.

Collaborate with Susan to **develop** your budget. The budget should be submitted to Susan two weeks ahead of the due date. The budget will then be sent to Pre-awards, via Susan. Modifications may be suggested by Pre-awards.

Give Susan the final electronic copy of your proposal and appendices. Final copy includes proposal, abstract, narrative, appendixes, letter of support, budget narrative (Susan). This should be done 5 working days before the deadline date. Signators must have time to review the proposal before signing off.

The PI and Dean (or Associate Dean) must **sign** off electronically before submission. The PI's Department Chair must sign off. For some faculty, the Dean is the Department Chair.

After the grantees receive confirmation that their project has been funded or denied, they should **contact** their department chair and the Associate Dean for Research to review the next steps. A copy of the funding or rejection notification must also be submitted to Susan.