Flow Chart: From Concept to Submission

Identify a grant opportunity. Confirm you can meet the application deadline.

Study the RFP. Note whether matching funds are required (not good) and whether indirect costs are allowed (good) because those considerations affect how attractive the opportunity is.

Contact the OSRG (x. 8175) so they can coordinate SUU's response. Some grant programs allow only one application from a university.

Scope your project: timeline, faculty and/or student resources, cooperation required from other entities (e.g. school districts), characteristics of possible research subjects, facilities and equipment required, and preliminary budget.

The OSRG will help you understand grant sponsor requirements and SUU ground rules, locate project team members, and develop a viable project concept and preliminary budget.

Discuss your project with your department head to obtain concept approval. If necessary to obtain university commitments (e.g. for matching funds), also inform your dean.

If NO GO

If GO

If your research uses human or vertebrate animal subjects, you must obtain Institutional Review Board approval.

If your application will be submitted through NSF Fastlane and you have not used Fastlane before, contact the Office of Sponsored Research & Grants (x. 8175) to be registered on the system.

Prepare your grant application packet, including collecting required letters of support from, for example:

- Participating SUU entities outside your department
- Participating non-SUU entities like school districts
- Your dean and/or vice-president confirming approval of match
- Your dean and/or vice-president justifying and approving any waived or reduced indirect cost

The Office of Sponsored Research & Grants (x. 8175) will help you:

- Write and edit narrative,
- Modify CVs to fit grant sponsor requirements
- Develop a budget and budget narrative,
- Understand SUU policies and procedures,
- Fill out standard application forms, and
- Prepare an SUU transmittal sheet.

Take the completed application packet and transmittal sheet to your dean or vice-president, explain the project, and get his/her signature on the SUU transmittal sheet to indicate formal approval and support.

Bring the packet and transmittal sheet to AD 304 Administration Building to be checked to make sure it meets RFP requirements.

If it does not meet requirements, it will be returned to you with comments about what must be correct or changed before you resubmit it for internal approval.

If it meets requirements, the OSRG will log it and begin tracking it through the internal review process. Be prepared to answer questions during the internal review. If issues are identified, you may be asked to revise your proposal and budget before internal review can proceed.

Internal review takes 10 working days. If your proposal arrives late, review may not be complete in time for you to meet the application deadline.

When your application has successfully completed internal review, you will be notified that it has been approved.

The OSRG will help you submit your application electronically or send it by express or US Mail.