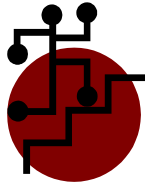


Flowchart for Grant Proposal Development and Transmittal Process

Faculty/Staff member identifies grant or proposal opportunity and takes first steps. . .



1. Researches granting agency's priorities.
2. Identifies **Department goal** and **University goal** that aligns with this opportunity.
3. **ASAP: Initiates and maintains communication with Sponsored Programs in developing application and budget to ensure written application meets program guidelines.**
4. Secures **agreement** and **support** for grant application with Dean/Director using the "Intent to Submit" proposal form; see <http://www.svsu.edu/sponsoredprograms/>—choose Procedures and University Policies, then University forms.
5. Identifies **matching funds**, if required. When applicable, prepares documents for **IRB review**; see <http://www.svsu.edu/sponsoredprograms/>—choose Internal Review Board.
6. Secures internal/external partners with **letters of commitment**.

Countdown to submission date:

Day 8



Principal Investigator

- The PI submits a copy of the grant guidelines (RFP), and a completed narrative and budget to **Sponsored Programs**.
 - The PI and the Director review the proposal to ensure compliance with grant guidelines and University Policies.
 - Recommended changes are made.
- The Transmittal Form is completed by SP Support staff.
 - Designated responsibilities are detailed on the transmittal sheet for each signature required.
 - PI's signature indicates a commitment to carry out the project as proposed.

Day 7



Controller's Office

- The reviewed narrative and budget is submitted to the Controller's Office to ensure compliance with grant guidelines and University Policies; recommended changes are made.
- The reviewed proposal is submitted to the IRB Committee for IRB approval.
- The reviewed proposal is submitted to the IT Director for review of technology purchases; recommended changes are made.

Day 6



College Dean
Foundation Director

- The reviewed proposal is submitted to College Dean for review and to verify in-kind/matching funds and commitment of resources (as appropriate).
- When appropriate, the Foundation Director reviews the proposal to be submitted to external foundations.

Day 5



VP for Academic Affairs

- The reviewed proposal is submitted to the Academic Affairs Vice President for review and to verify in-kind/matching funds and commitment of resources (as appropriate).

Day 4



President

- The reviewed proposal is submitted to the President who is the authorized representative for SVSU and has been given signatory authority by the Board of Control.

Day 3



Sponsored Programs

- Final formatting . . .

Day 2



Final Proposal

- If submitted electronically, agencies recommend submitting one day prior to final deadline.
- If overnight mail is required, proposal is mailed the day before the final deadline.

Day 1



- Proposal Deadline

NOTE: If significant changes (i.e., in-kind, matching, release time) are made by any individuals signing off during the transmittal process, the proposal needs to be circulated to all previous signers for approval.

Once awarded the PI agrees to submit the award letter to Sponsored Programs. When changes in awarded amount occur, the PI agrees to meet with Sponsored Programs to revise budget and scope of the project.

If award is declined, PI agrees to submit notice of declination and reviewer's comments to the Sponsored Programs office.