

FLOWCHART FOR GRANT PROPOSAL DEVELOPMENT AND TRANSMITTAL PROCESS



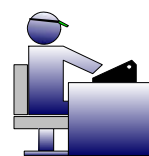
Faculty/Staff member identifies grant or proposal opportunity, and . . .

Schedules appointment with Dean/Director to:

- Identify which department goal this opportunity meets.
- Identify which University goal this opportunity meets.
- Prepare for IRB review.
- Secure agreement and support for grant application using the "Intent to Submit" proposal form.
- Then . . .

Faculty/Staff member researches granting agency, establishes internal and external partners, and makes appointment with Sponsored Programs for application development.

Next . . .



Controller's Office



College Dean, VP, Foundation Director

Two weeks prior to deadline/due date: preparation for the Transmittal Process . . .



Principal Investigator

Faculty/Staff member works through application process with the following appointments:

- Sponsored Program's Director to continue proposal development
- Controller's office to review grant guidelines (RFP) and develop budget
- IRB chair and committee to apply for/receive approval
- Dean to arrange inkind/matching funds from department (as appropriate)
- VP to arrange inkind/matching funds from Academic Unit (as appropriate)
- SVSU Foundation Director for proposal to external foundations and corporations (as appropriate)

Project Leader or Principal Investigator submits a copy of the grant guidelines (RFP), completed narrative and budget to Sponsored and Academic Programs Support and the Office of the Controller.

Director of Sponsored and Academic Programs Support, along with the Controller's office, reviews proposal and guidelines to ensure alignment and compliance with federal regulations and University policies. The Controller's office approves budget and supporting detail. As necessary, suggested revisions are given to Project Leader/Principal Investigator before transmittal process begins.

Transmittal Form is completed by Sponsored and Academic Programs Support staff. Project Leader/Principal Investigator secures signatures before submission of the grant to the granting agency. Designated responsibilities are detailed on the transmittal sheet for each signature.

NOTE: If changes (i.e., inkind, matching, release time) are made by any of the individuals signing off during the transmittal process, the proposal budget needs to be circulated to all previous signers for approval, as appropriate. If award is declined, reviewer's comments need to be on file in the Sponsored Programs and Controller's offices.

Project Leader/Principal Investigator signature(s) commit to carrying out project as proposed, and submitting award letter to Sponsored Programs and when changes in awarded amount are made, sets up meeting of key players to revise budget and scope of the project in concert with the Controller's Office.