Road to Submission

1. **Identify a Funding Opportunity** - Search for funding oppotunities. Please see the Sponsored Programs (SP) website or contact SP staff for further guidance for locating external funding.

2. **Review the solicitation** - Review the guidelines and review criteria of the sponsor to verify that your project aligns with the objectives of the sponsored program and that you can meet the submission deadline.

3. **Contact Sponsored Programs** - Notify SP of your intent to apply as early as possible. The staff will:

• Help you develop your application according to the requirements of the sponsor

• Provide any needed resources for developing your proposal (templates, samples, rates for budget calculations, data, etc.)

• Assist you in drafting a preliminary budget based on the needs of your project

• Establish internal timelines for completing and subming the application.

4. **Submit final application documents to SP for review** - (**Note**: a proposal should be routed for SP review at least 3 business days prior to the sponsor's submission deadline)

• Application documents (includes the budget) can be considered final once the applicant and SP staff agree that no further changes are needed.

5. **Route your proposal for internal approvals** - (**Note**: a proposal should be routed for internal approvals at least 3 business days prior to the sponsor's submission deadline)

• Provide the information about the proposal in the Proposal Module in Maestro

• Upload the RFP, finalized budget and the draft narrative into the Proposal Documents Module in Maestro

• Submit the proposal in Maestro to SP

6. **Request that the application be submitted on your behalf** - Once all application documents have been reviewed by SP and the application has received the internal approvals for all key personnel, review the application in its final form, and send an email to the proposal administrator confirming that the application is final and can be submitted on your behalf.