

Road to Submission – Extramural Funding Requests

Identify a funding opportunity and review the opportunity to verify that it is a good match for your research and that you can meet the submission deadline.



Notify the Office of Sponsored Programs (OSP) of your intent to apply. Some funding opportunities allow only one proposal/application per institution so coordination with the OSP is essential.



PI meets with the OSP Staff to discuss the scope of the project, timeline, faculty and student resources, collaborative partners, external cooperative agreements (i.e., community colleges, school districts) and preliminary budget.



Provide information regarding your intent to apply for a grant to your Department Head and obtain any university commitments that are required by the Sponsor (i.e., cost-sharing/matching). You may need to involve your College Dean to obtain additional commitments if required.
Written authorization for cost sharing/matching must be included with the internal routing packet.



Prepare your proposal/application packet in collaboration with the OSP Staff.
The OSP staff will assist you with:

- Writing and Editing the abstract and narrative
- Modify Bio Sketches to meet the Sponsor's requirements
- Develop a budget and budget justification
- Understanding Sponsor's Requirements and University Procedures
- Convert documents to appropriate format
- Completing of standard application/proposal forms
- Complete the internal routing process



Submit your application/proposal including the internal routing form to the OSP no later than 5 working days before submission deadline date. The internal routing form must have the:

- PI
- Co-PI (s)
- Department Heads (including Co-PI)
- College Dean's signatures and
- written authorization for cost-sharing and matching



When the internal routing is complete, the OSP will submit your proposal/application electronically, email or through US mail.