

## Proposal Process Description

### Research Grant Proposal Development and Submission Process R&GA contact: [acharya@rmu.edu](mailto:acharya@rmu.edu)

<b>Timeline</b>	<b>Action</b>	<b>Include</b>
<b>8</b> weeks or earlier	Send “Intention to Apply” email to both Department Head and the Dean for Approval.	<ul style="list-style-type: none"> <li>- Brief Project Summary</li> <li>- Funding Agency &amp; Submission Deadline</li> <li>- Project Timeline</li> <li>- Potential Impact on Univ. Responsibility</li> <li>- RFP</li> </ul>
<b>7</b> weeks or earlier	Forward “Intention to Apply” Approval Emails from your Dept. Head and Dean to R&GA at <a href="mailto:acharya@rmu.edu">acharya@rmu.edu</a> for <u>Approval</u> .  <b>If Required and if Available</b> seek support for proposal writing, reviewing from R&GA.	<ul style="list-style-type: none"> <li>- RFP</li> <li>- Email Approvals</li> </ul> <p><b><u>For Writing/ Reviewing Support:</u></b></p> <ul style="list-style-type: none"> <li>- Concept Paper</li> <li>- RFP</li> <li>- Draft Proposal</li> </ul>
<b>5</b> weeks or earlier	Seek support for preparing Budget documents from R&GA. (if required) Submit draft budget documents <b>via email</b> to R&GA <b>for Review</b> (Financial Operations will assist in developing and in reviewing these documents)	<ul style="list-style-type: none"> <li>- Draft Budget</li> <li>- Draft Budget Justification</li> </ul>
<b>2</b> weeks or earlier	Submit <i>Draft</i> Budget documents to your Department Head & Dean <b>for Review</b> . Request for Support Letters from Administrators (through your Dean). <u>If required</u> Initiate IRB process	<ul style="list-style-type: none"> <li>- Draft Budget</li> <li>- Draft Budget Justification</li> </ul> <p><b><u>For IRB</u></b></p> <ul style="list-style-type: none"> <li>- IRB Application through <a href="http://irb.rmu.edu">irb.rmu.edu</a></li> </ul>
<b>7</b> working days or earlier	Submit <i>Final</i> Proposal, and Budget documents to Dept. Head & Dean <b>for Approval</b> . Request Approval via email	<ul style="list-style-type: none"> <li>- Final Proposal</li> <li>- Final Budget and Justification</li> <li>- Email for Approval</li> </ul>
<b>4</b> working days or earlier	Submit <i>Final</i> Proposal, Budget documents and all required supporting documents and approval emails (from Dept. Head and Dean) <b>via email</b> to R&GA <b>for Approval</b> .	<ul style="list-style-type: none"> <li>- Final Proposal</li> <li>- Final Budget and Justification</li> <li>- Supporting Documents</li> <li>- Approval Emails</li> </ul>
<b>3</b> working days or earlier	<u>Final Step</u> Submit proposal through R&GA or on your own (request assistance from R&GA where required)	<ul style="list-style-type: none"> <li>- All documents required by the grant agency</li> </ul>

**Note:** Research & Grants Administration understands that some grant opportunities have very less lead time between identification and deadline. R&GA will do its best to accommodate such timelines provided all involved do their part. **Expedited review will be accommodated for grants having simple budget.**