Research Grant Proposal Development and Submission Process
8 Steps to a Successful Submission

R&GA: Research and Grants Administration

PROCESS

After Identifying Opportunity

For Non-Research Foundation grants contact **Corporate and Foundation Relations** at #6413

For all other grants contact Sushil Acharya, **Research & Grants Administration (R&GA)** at #4023 or acharya@rmu.edu

When Opportunity is current

Send "**Intention to Apply**" email to both your Head of Department & Dean **for Approval**

After Receiving Approvals

Forward "Intention to Apply" **Approval Emails** from your Dept. Head and Dean to R&GA **for Approval**

If Required and if Available seek support for proposal writing and reviewing from R&GA

After Receiving Approval

Seek support for preparing Budget documents from R&GA. (if required)

Submit draft budget documents **via email** to R&GA **for Review** (Financial Operations will assist in developing and in reviewing these documents)

After Draft Budget is Developed

Submit *Draft* Budget documents to your Department Head & Dean **for Review**. Request for Support Letters from Administrators (through your Dean).

If required Initiate IRB process

Submit *Final* Proposal, and Budget documents to Dept. Head & Dean **for Approval**. Request Approval via email

After Receiving Approvals

Submit *Final* Proposal, Budget documents and all required supporting documents and approval emails (from Dept. Head and Dean) **via email** to R&GA **for Final Approval**.

After Receiving Approval

Submit proposal through R&GA or on your own (request assistance from R&GA where required)

| 1 Initial Steps | 2 8 Weeks or earlier | 3 7 Weeks or earlier | 4 5 Weeks or earlier | 5 2 Weeks or earlier | 6 7 Working days or earlier | 7 4 Working days or earlier | 8 Final Step "As early as possible" |

Required Documents

Step 2:
- Brief Project Summary
- Funding Agency & Submission Deadline
- Project Timeline
- Potential Impact on Univ. Responsibility
- RFP

Step 3:
- RFP
- Email Approvals

For writing/ Reviewing Support:
- Concept Paper
- RFP
- Draft Proposal

Step 4:
- Draft Budget
- Draft Budget Justification

Step 5:
- Draft Budget
- Draft Budget Justification

For IRB
- IRB Application through irb.rmu.edu

Step 6:
- Final Proposal
- Final Budget and Justification
- Email for Approval

Step 7:
- Final Proposal
- Final Budget and Justification
- Supporting Documents
- Approval Emails

For support contact:
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412-397-**4023**
acharya@rmu.edu

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