

Getting Started

- x Identify potential funding opportunity.
- x Review the sponsor guidelines to confirm eligibility and ability to meet the program objectives.
- x Alert your department Chair and/or Dean of intent to apply at least 45 days prior to the deadline.
- x Submit the “[Intent to Apply](#)” and “[Current and Pending Support](#)” form to SPO.
- x Schedule a preproposal consultation meeting with SPO at least 30 days prior to the deadline to review the proposal guidelines and begin proposal and budget development.
- x If human subjects are involved, contact the Institutional Review Board (IRB) to review the project.

Proposal Preparation

- x Meet with SPO to review the sponsor guidelines and obtain assistance with budget development and proposal preparation at least 20 -25 days prior to the deadline.
 - o (if applicable) - Start working on negotiations with sub -award/consultant or contractual arrangements.
 - o (if applicable) - Budgets with “Cost Share” require approval by the Chair, Dean of PI and the Division of Fiscal Affairs.
 - o If applicable - Budgets with “Release Time” require pre -approval from the Office of the Provost and approval by the Chair and Dean of the Principal Investigator/Project Director (PI/ PD).

Principal Investigator/Project Director must ensure that SPO receives a DRAFT of the following for review no later than 7 business days prior to the sponsor deadline:

- x A DRAFT of the proposal which includes:
 - o All proposal elements (i.e., budget, abstract/summary, research plan, biosketch, budget justification, appendix, letters of support, etc.) and any additional documents required by the sponsor.
 - f If the application contains a sub-award, the sub-award entity must provide a budget, budget justification and a signed letter of commitment from an authorized official at the sub -award institution.

f If the application contains a consultant arrangement, the terms of the arrangement must be confirmed in writing.

- x For electronic submissions, the PI/PD creates the application and uploads the DRAFT version in the sponsor system.
- x For all non-electronic submissions, the PI/PD submits the DRAFT to SPO in the format it will be transmitted to the sponsor.

Principal Investigator/Project Director must ensure that SPO receives the FINAL application for review no later than 5 business days prior to the sponsor deadline:

- x A FINAL version of the proposal which includes:
 - o All proposal elements (i.e., budget, abstract/summary, research plan, biosketch, budget justification, appendix, letters of support, etc.).
 - o Other forms or documents required (i.e. statement of institutional commitments and/or cost share, subaward agreement, application should be sent to SPO in the format it will be transmitted to the sponsor.

Proposal Submission

- x SPO submits the proposal to the sponsor(In limited cases, SPO may grant permission to the PI/PD to submit the application).

Award Management

- x If the grant is awarded by the sponsor, all award notifications and accompanying documents should be emailed to spo@claflin.edu.
- x SPO will contact the PI/PD to set up an Account Create meeting to review the award terms and conditions and create the account number