

Research Grant Proposal Development and Submission Process

8 Steps to a Successful Submission

After Identifying Opportunity

For Non-Research Foundation grants contact Cacie Cunningham, Assoc. Director, Corporate and Foundation Relations at #5453 for next steps

For all other grants contact Director of Research & Grants (R&G) Dr. Sushil Acharya 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 Director of R&G for Approval
If Required and if Available seek support for proposal writing, reviewing from R&GA

After Receiving Approval

Seek support for preparing Budget documents from Director R&G. (if required)
Submit draft budget documents **via email** to Director of R&G for Review (Julie Devuono, 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

R&GA: Research and Grants Administration

PROCESS

After Receiving Approvals

Submit Final Proposal, Budget documents and all required supporting documents and approval emails (from Dept. Head and Dean) **via email** to Director of R&G for 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 3 Weeks or earlier

5 2 Weeks or earlier

6 7 Working days or earlier

7 4 Working days or earlier

8 Final Step

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

- RFP
- Email Approvals

For writing/ Reviewing Support:

- Concept Paper
- RFP
- Draft Proposal

- Draft Budget
- Draft Budget Justification

- Draft Budget
- Draft Budget Justification

For IRB

- IRB Application through irb.rmu.edu

- Final Proposal
- Final Budget and Justification
- Email for Approval

- Final Proposal
- Final Budget and Justification
- Supporting Documents
- Approval Emails

Required Documents

For support contact:

Dr. Sushil Acharya
Director of Research & Grants

412-397-4023

acharya@rmu.edu