

College of Arts and Sciences Grant Proposal Development Guidelines

Faculty in the College of Arts and Sciences are encouraged to work with the Office of Sponsored Programs (OSP) to identify external funding sources for initiatives, programs and research projects. The proposal development guidelines below help ensure that there is sufficient time to develop and submit a well-written, complete and competitive package for the funding agency and that all parties involved in the process have the needed amount of time to provide input and fully understand and negotiate the implications of the grant. The timeline, based on the deadline date, helps identify, organize, assign, and prioritize tasks. If the amount of time available to complete the proposal is not adequate, the grant proposer should consider pursuing another source of funds or preparing for the next funding cycle. For small grants (less than \$10,000) or if there are no institutional commitments, please contact the Dean's office as soon as possible with information about the grant at noellenorton@sandiego.edu.

Once you have found a suitable funding vehicle, develop a timeline for your proposal preparation based on the recommendations and requirements below. Note that preparing a grant proposal takes a considerable amount of time, especially if it is your first submission.

College of Arts and Sciences Timeframe for External Grant Proposal Submission

Activity	Amount of time before the submission deadline	Recommended/Required
Generate ideas and work with OSP to identify funding sources and determine eligibility.	4-6 months	Recommended
Identify forms that need to be completed and people who need to approve the proposal.	4 months	Recommended
Create timeline that organizes, assigns, and prioritizes tasks.	4 months	Recommended
Outline and write draft proposal tailored to the specific guidelines of the funding agency.	4 months	Recommended
Identify reviewers. Go through an iterative process of getting feedback and editing the proposal.	1-4 months	Recommended
Create draft budget worksheet.	1 month	Required
Solicit bio-sketches and CVs.	1 month	Required
Provide grant proposal draft, itemized list of institutional commitment, and draft budget worksheet to department chair and College dean.	1 month	Required
Meet first with the chair and then with the dean to discuss institutional commitments and match requests, and obtain tentative approval.	1 month	Required
Solicit letters of support, and provide materials for letter writers.	1 month	Recommended
Finalize budget worksheet and complete IRB requirements.	3 weeks	Required
Complete edits and final drafts.	3 weeks	Required
Upload final grant proposal to Cayuse, in preparation for the formal approval process.	2 weeks	Required

