



VOORHEES UNIVERSITY
OFFICE OF SPONSORED PROGRAMS

Grant Application / Proposal Process

APPLYING FOR A GRANT

Successful grant application and submission requires the full cooperation of the applicant department and the Office of Sponsored Research. Each potential Principal Investigator/Project Director (PI/PD) must observe and adhere to the Grant Application/Proposal Process. This document provides a descriptive overview of the grant application/proposal process. The *Grant Research to Proposal Submission Workflow* (Attachment A) outlines the steps from identification of the funding opportunity through to submission of the grant application to an external agency.

INSTITUTIONAL POLICY: All applications, including consortium arrangements, regardless of the mechanism of funding or the sponsoring agency, MUST be reviewed by OSR before submission for external funding.

The Grant Application/Proposal Process

1. PI/PD or OSR identifies a potential source of external funding (federal, state, local, etc.).
2. PI/PD submits the RFA/sponsor guidelines and a brief description of grant to the Office of Sponsored Research. OSR will perform an “RFA analysis” to determine eligibility, feasibility and institutional fit before the PI/PD can proceed with the grant application. This includes an evaluation of any cost sharing or matching requirements within the solicitation.
3. PI/PD completes and submits the Notice of Intent form to OSR.
4. OSR will schedule a meeting with the PI/PD to discuss the proposal deadline, funding agency requirements, budget/resources, applicable procedures and policies, and establish a writing timeline at least **4-6 weeks** in advance of the agency deadline.
5. OSR and PI/PD finalize all key/required components, including institutional or support letters, bio-sketches, and/or resumes, along with the Application and Proposal Cover Sheet **2 weeks’ prior** to the agency deadline for internal routing and approval (department head, Provost, Financial Compliance).
6. OSR submits grant application, with all required approvals, to external funding agency.

Proposal Application Checklist

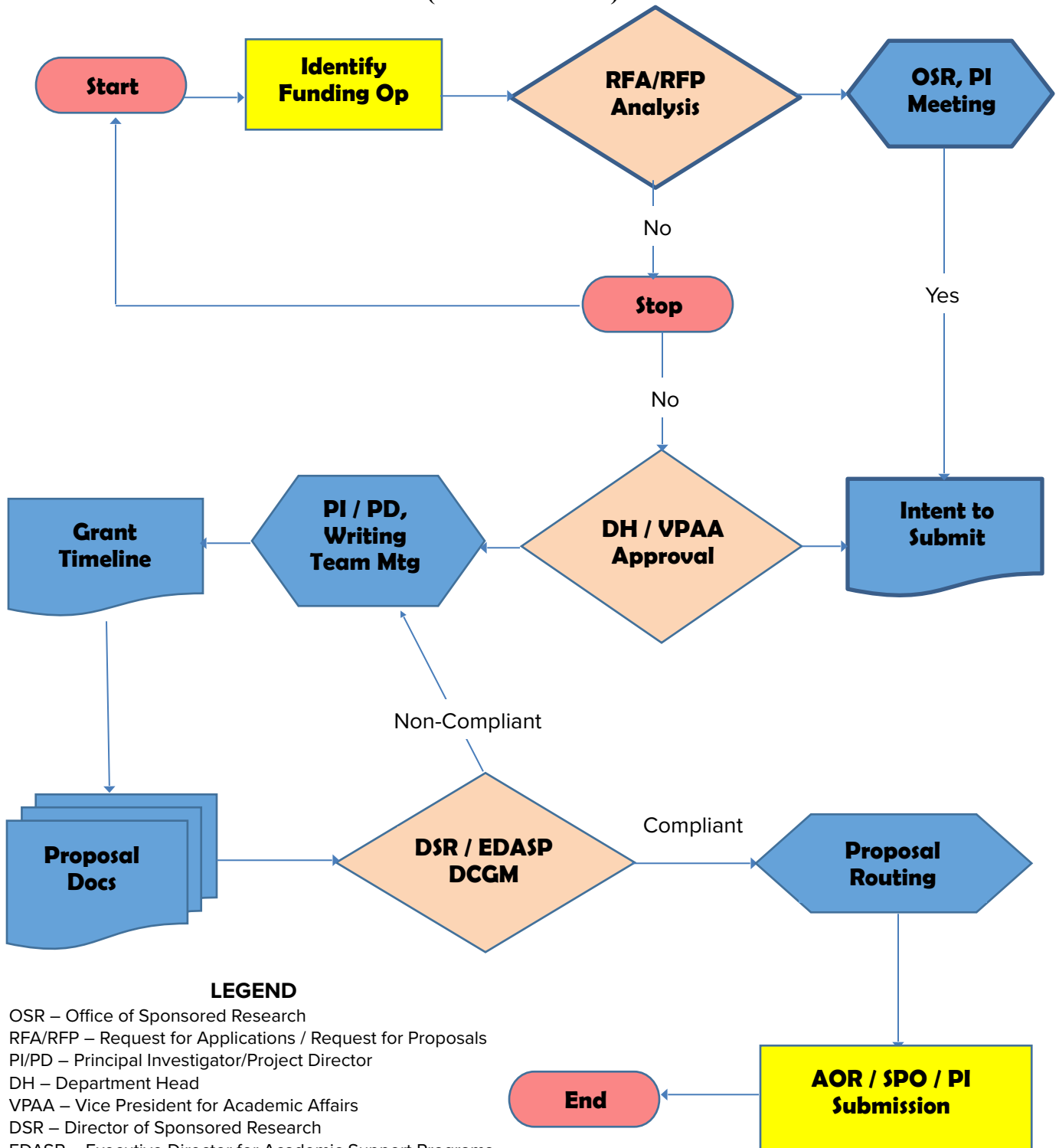
This list should be used to ensure that all necessary documentation for the grant application process is submitted to the Office of Sponsored Research before the application deadline. All components are required to be received in OSR no later than ten (10) business days before the application deadline. Applications with missing supporting documentation will not be reviewed.

- Copy of Request for Proposals (RFP), Solicitation or Funding Announcement
- Notice of Intent to Submit Form
- Proposal/Application Cover Sheet including the Department Chair's and Dean's signatures.
- Complete Proposal and Detailed Budget and Budget Justification
- Cost Match/Sharing, Release Time forms (if applicable)

ATTACHMENT A

OFFICE OF SPONSORED RESEARCH

GRANT RESEARCH TO PROPOSAL SUBMISSION PROCESS (FLOWCHART)



LEGEND

OSR – Office of Sponsored Research
 RFA/RFP – Request for Applications / Request for Proposals
 PI/PD – Principal Investigator/Project Director
 DH – Department Head
 VPAA – Vice President for Academic Affairs
 DSR – Director of Sponsored Research
 EDASP – Executive Director for Academic Support Programs
 DCGM – Director of Compliance of Grants Management
 AOR – Authorized Organization Representative
 SPO – Sponsored Projects Office