

## Steps for Proposal Development and Completion of Proposal Review & Endorsement Form

**Step 1:** Develop a clear concept and identify funding source. Applicants should submit a Notice of Intent with the Office of Sponsored Programs (OSP) as soon as possible. Review plan with School Director/Department Chair and obtain commitment for course reassignment and/or buyout. Discuss any matching or employment issues as well as any proposed changes or additions to the curriculum with the Unit Leader. Associate Dean and Business Manager will review and approve general budget concept.

**Step 2:** Contact Sherry May in Office of Sponsored Programs (OSP) early in the development stage to coordinate submission process.

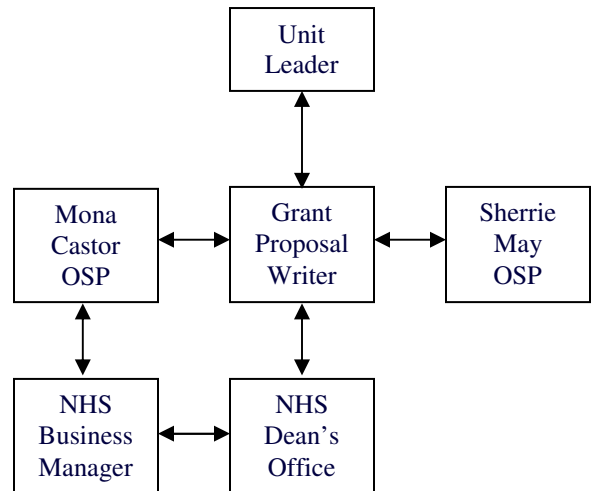
**Step 3:** Faculty should consult with Mona Castor in OSP for help in developing initial budget and completion of PREF (Proposal Review and Endorsement Form). Collaborative projects with other institutions need to have proposal budgets coordinately developed with the lead institution and OSP. These budgets must be cleared by OSP and NHS prior to proposal submission. At this stage, the draft proposal should capture the parameters of the grant and summarize all commitments.

**Step 4:** Deliver a good working draft proposal package to Associate Dean in the NHS Dean's Office. A reasonably complete proposal, budget, and budget justification must be included (Mona Castor in OSP will send, via email, the budget and narrative to the NHS Business Manager and Associate Dean). Please allow sufficient time for the Dean's Office to review the proposal. Under normal circumstances, this may be 2-3 days.

**Step 5:** Applicant, unit leader, and Associate Dean will electronically endorse the PREF using the External Proposal Review & Endorsement System (ExPRES) detailed on the OSP website.

<i><b>Timeline</b></i>	
Step 1	Within several days of announcement of funding opportunity.
Step 2 – 3	Several weeks before submission date, provided that sufficient time is given from granting agency. At the completion of this stage, sufficient documentation should be available so that the Dean's Office can sign off with confidence in Step 5.
Step 4	2-3 working days before submission date
Step 5	24-48 hours before submission date

### ***Contacts during proposal process***



This is a set of general policies that is intended to be a helpful guide to faculty relatively new to the grant process. Experienced faculty understand the importance of providing lead time for the various review stages, and hence, for the value of such a policy.