

Proposal Development Guide

Step 1 - Develop Original Idea

Review the literature and conduct bibliographic searches.
Notify the Department Chair of your research interests.
Identify faculty with similar research interests.
Identify potential sources of funding.

Step 2 - Complete Pre-Proposal Activities

Review potential funding sources.
Secure program applications and guideline material.
Identify previously funded projects.
Draft concept paper and rough budget estimate.
Discuss idea with potential sponsors/program officers.

Step 3 - Draft Formal Proposal

Complete draft of proposal and ask colleagues to provide feedback.
Complete separate applications to institutional committees (human subjects, animal care).

Step 4 - Prepare and Submit Formal Proposal

Complete final draft of proposal.
Complete Internal Coordination Sheet and Conflict of Interest Statement.
Deliver proposal to Office For Sponsored Programs for submission to potential sponsor.
Be available for last-minute discussions with administrative personnel.

Step 5 - Award or Declination Processing

Be available for negotiation discussion and revision, if necessary.
If funded, award will be established.
If not funded, request peer review comments.
Resubmit, if appropriate.