Pre-Award / Proposal Development Process

Step 1. Identify Project

Step 2. Prospecting

Step 3. Initiate Proposal

Step 4. Prepare Proposal

Step 5. Submit Proposal

Step 6. Manage Award

Develop project ideas

- Research question, problem, need, or gap in service
- Approach or strategy
- Goals & objectives
- Outputs & outcomes
- Resources available & needed; time frame

Contact <u>IA Executive</u>
<u>Director of Strategic</u>
Partnerships

Draft a summary of the project to share with others

• Input and feedback

Develop funding strategies

Find Funding Sources

Research tools –
 Grants.gov,

 Foundation Search

Ensure that project qualifies

- Program solicitation
- Requirements, limitations, timing, and feasibility

If the funding source is a state or federal agency, you may

contact the program officer with questions.

Understand your responsibilities as PI/PD

Submit Pre-Proposal Form

Know funder's objectives & requirements

- Know the funder
- Resources needed equipment, space, cost sharing
- Submission process

Draft the project budget (OSP Budget Template)

Meet with IA Director of Sponsored Programs on budget, project timeframe, and OSP involvement

Coordinate with partners and SNHU offices

- Internal & external partners
- General Council
- Institutional Review Board (IRB)

Understand proposal requirements

- General expectations
- Specific to funder

Write the proposal narrative or body

- Assign tasks to project team
- Clearly address all criteria

Prepare other proposal sections

- Resumes, abstract, etc.
- Gather letters of commitment

Prepare final Budget and Budget Narrative

· Work with IA OSP

Peer Review

- Project team & administrators
- Technical experts
- Request IA OSP assistance early

Submit proposal for IA OSP to review

- Compliance review
- Budget review
- Proposal review

Route for final approval

- Executive Leader approval
- Signing authority approval

Proposal submission

 OSP (the authorized institutional office) will submit proposals

★ REMEMBER

OSP requires 5 business days PRIOR TO THE SUBMISSION DEADLINE for processing signatures & approvals.

Additional time is needed for editing and revision upon request.

Presidential signatures require 7 days

Award notices are processed though IA OSP

- An award contract must be approved and initiated by IA OSP
- Awarded Pls/PDs are required to meet with the IA Director of Sponsored Programs
- IA OSP will establish a financial account in Workday

If the proposal is not funded, prepare to resubmit

- Obtain review comments
- Remember that many proposals are not funded on the first submission

IA OSP is committed to facilitate a smooth process for personnel time commitments and other resources needed to produce a strong proposal and ensure the needed support to PI/PD is provided in the proposal development process.