Review the request for proposal (RFP) to make sure you meet the qualifications (e.g., RFP may stipulate that you earned your Ph.D. within 5 years) and to make sure that the RFP supports work related to your research, teaching, or service goals. In addition, check the deadline listed on the RFP to determine if you can realistically meet it. Note: there may be an earlier deadline for a “Letter of Intent” (LOI).

Start planning the idea and create a draft that includes a budget (see ORSSP website for useful guidelines and information regarding proposal preparation [http://research.georgiasouthern.edu/orssp/route-submit-proposal/]). Again, carefully read the RFP to make sure your idea fits the goal of the program. Call the program officer or ask the Associate Dean, Graduate Education and Research to make the call to get early feedback on your idea. Email the program officer your draft in advance of calling to discuss your idea. This early feedback may make a big difference in whether or not the project gets funded.

Meet with your department chair to ensure that any requests for course releases can be covered within the timeframe of your project.

Develop a list of who you would like to partner with inside and outside of your institution (Note: Proposals with some partners outside the institution are often favored). If you need help finding partners, contact the Associate Dean of Graduate Education and Research.

Begin confirming the partnerships, getting letters of support.

Meet with our Grants Coordinator in the Office of Research Services and Sponsored Programs (ORSSP) at least 2 months before the deadline to work through the budget and other required paperwork. You may also need to submit an IRB, or concrete plans to submit one, to work with human participants.

Finish writing proposal with partners. Ask people external to the grant to review it for feedback (e.g., your advisory board members, Associate Dean, colleagues, etc.). The Associate Dean for Graduate Education and Research can assist you if you would like an internal review process to be formally conducted. During this time, you should be in frequent contact with the ORSSP Grants Coordinator regarding your budget.

Send a draft of your proposal to the COE Dean’s Office (either the Associate Dean or Dean) to facilitate the review process and to garner the most support possible from COE administration. This may be done at any time but at least 10 business days before the final deadline.

All documents should be complete and ready for internal approval 5 business days prior to the deadline. Send final documents to both ORSSP and the College of Education Dean/Associate Dean of Graduate Education and Research. Once all approvals have been met, the Dean/Associate Dean will sign off electronically and ORSSP will upload the document.

Send a final copy to the Associate Dean for Graduate Education and Research for his/her records.

Funding notification will be given to ORSSP first and they will contact you to notify you of the award. When you hear the good news, please be sure to contact all collaborative partners (co-Pi’s, schools, etc.) so that you may start implementing the project. And don’t forget to inform your department chair and the Associate Dean of Graduate Education and Research so that assistance in implementing the project can begin immediately.