

A Quick Guide for Proposal Submission

Getting Started

- Identify potential funding opportunity.
- Review the sponsor guidelines thoroughly for eligibility and to determine if the scope of work is feasible.
- Notify your Authorized Organizational Representative (AOR) of plans to apply for a grant (even if undecided) by sending an email to grantsinfo@citadel.edu.
- Alert your department head/chair of intent to apply.
- Schedule meeting with the AOR at least 5 weeks before the submission deadline to discuss your program plans.
- If human subjects will be involved in the project, contact the IRB to obtain the relevant approvals.

Proposal Preparation

- Meet with AOR to start working on the budget and the grant application.
- Negotiate any sub-award and/or consultant arrangements (if applicable) and finalize the budget.
- Submit the budget, budget narrative, and project summary for review and approval through internal routing process.
- Complete the proposal to include:
 - All proposal elements (i.e., narrative, abstract/summary, research plan, biosketch, budget justification, appendix, letters of support, etc.) any additional documents required by sponsor.
- **Faculty must ensure that the AOR has the following for review no later than 7 working days prior to the sponsor deadline:**
 - Approved budget, budget narrative, and project summary.
 - The final version of all proposal elements per the grant guidelines.
 - Approved sub-award and/or consultant arrangement (if applicable).
 - Other forms or documents required (i.e. letters of support, statement of institutional commitments, etc.).
- If the 7 day deadline will not be met, email the Director of Research and Grants for a waiver and include the following information:
 - submission deadline,
 - name of sponsor,
 - name of AOR providing assistance,
 - reason for delay in submission, and
 - date when final application will be submitted to the AOR for processing.

If a waiver is requested, the AOR will not proceed with the proposal submission without approval from the Director of the Office of Research and Grants.

Proposal Submission

- AOR reviews and submits the proposal to the sponsor.

Proposal Award

- If a grant is awarded, email a copy of the award notification documents to awardmanagement@citadel.edu.
- The Principal Investigator is responsible for submission of progress reports. A copy should be submitted to the Grants Accountant at awardmanagement@citadel.edu.
- The Grants Accountant is responsible for the submission of financial reports.
- Contact the Grants Accountant to invoice for any services or goods related to the grant.
- The Principal Investigator must maintain accurate records and documentation for the lifecycle of the grant.