Grant Proposal Submission Policy
Department of Child and Family Studies

1. The PI works with the sponsor on a research, training, or other sponsored activity (OSA) idea or identifies a research opportunity from an announcement (ex. RFA, RFP, PA, etc.).
    via a Proposal Abstract form to their supervisor and Division Director for review and copies to the Unit Research Administrator (URA). The form URA to begin the proposal. A form is required for any opportunity sought, even if CFS is not lead.
3. If the PI is not eligible to serve as PI, their supervisor helps to identify a mentor and seeks approval for the special PI to be designated as PI by following the special PI approval process.
4. If the department needs to provide coverage for time spent on grant writing (non-tenure track faculty only), the PI should indicate this on the form. The division director must specifically agree to provide this coverage in their approval. Once the supervisor and Division Director approve the proposal abstract form, the Division Director's approval should be sent to the Chair. Once the Chair approves, the URA will send the PI a checklist.
5. The PI should schedule a meeting with the URA to review the budget, RFP, application requirements, deadlines, etc.
6. After meeting with the PI, the URA will draft the internal budget based on the PI's input, including any subcontracts (with detail), and submit it to the PI for approval.
7. Once the budget has been finalized, the URA completes the proposal in Bulls iResearch. The system notifies the PI to review and certify the submission. BiR will also gather the approvals of the department and college.
8. The PI identifies if letters of support are needed. Provide a sample letter to contact and provide a timeline for receipt.
9. The PI collects all vita/biosketches for key personnel, including current/pending obligations if required (check for compliance with RFA).
10. The PI submits the final version of the proposal to the URA for review.
11. The URA works with the PI to complete the application adhering to sponsor and RFP