PLANNING STAGE

Brainstorming ▶ **Find Funding Sources** ▶ **Review Funding Source Requirements** ▶ **Move to next stage** ▶

Brainstorming	Find Funding Sources	Review Funding Source Requirements
» Discuss project idea with peers, supervisor, relevant administrative services departments	» Consult with SMSU Advancement Office	» Timelines
» Fit with University mission?	» Search grants literature (e.g., databases, guides)	» Matching funds need
» Fit with college/department goals?	» Check Advancement web site resources	» Availability of indirect costs?
» Reflect on personal capacity and expertise to develop, manage, & lead project		» Determine other application requirements:
» Assess University capacity to support project idea		› Online submission?
» Determine rough budgetary, space & staffing needs		› Letters of Support?
» Determine technology needs		› Supporting documentation including pertinent institutional data?
» What purchasing/contract development needs are there?		› Need for Institutional Review Board approval?
» Determine institutional data needs		› Scope of evaluation plan needed?
» Assess potential conflicts of interest		
» Obtain supervisor approval to proceed to next step		

Southwest Minnesota State University

External Grants Process Flow Chart
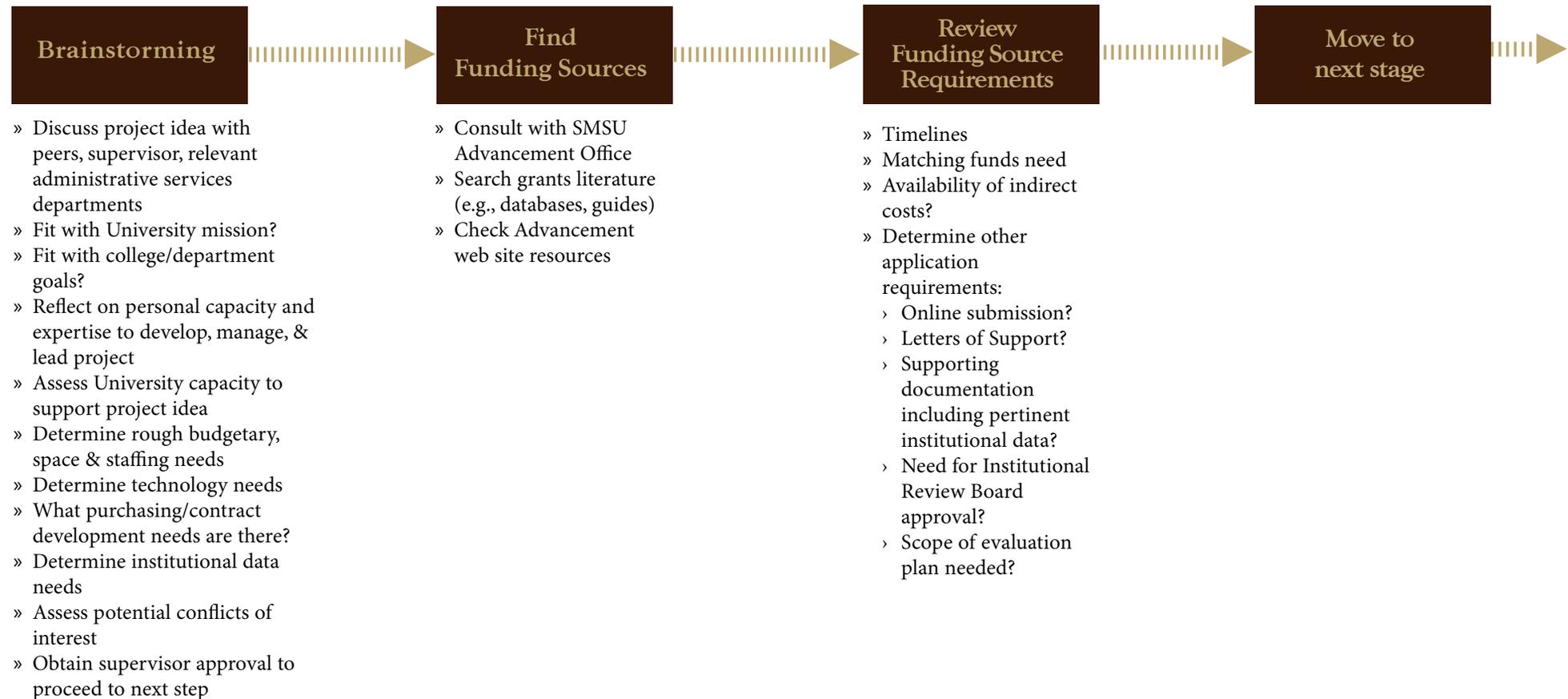
PROPOSAL DEVELOPMENT STAGE

Develop Timetable
» Develop a timetable for completing necessary steps

Organize Resources
» Organize needed resources to prepare application/proposal

Prepare Draft
» Prepare a draft narrative and budget

Initiate Internal Review
» Consult with Advancement (required)
» Consult with Business Services (required)
» Consult with Information Technology Services (if computer technology elements are involved in the project)
» Consult with Institutional Research (if University data is needed for proposal)
» Consult with Institutional Review Board (if a research study is part of the project)
» Consult with peers

Finalize Proposal
» Finalize proposal narrative and budget

Proposal Submission to Funding Agency
» Obtain necessary authorizations and approvals to submit external proposal
» Compile necessary materials and documentation
» Obtain necessary technical support for application processing

Post-Award
» Follow awardee process
» Comply to institutional processes
» Manage financial obligation
» Stay within budget
» Fulfill promise
» Monitor outcomes
» Evaluate impact
» Stewardship