

SUMMARY
PROCEDURES FOR PROCESSING GRANT APPLICATIONS

PHASE 1: PRE-PROPOSAL PROCEDURE:

Applicant:	1)	Completes <i>Pre-Proposal Review Form</i> and obtains required signatures of Chair, Dean, supervisor, area administrator, as appropriate
	2)	Submits completed and signed <i>Pre-Proposal Review Form</i> to the Office of Sponsored Programs (OSP) at least 30 calendar days prior to proposal's due date
OSP:	3)	Reviews <i>Pre-Proposal Form</i>
	4)	Consults with Applicant and other appropriate University personnel to resolve questions and concerns
	5)	Approves <i>Pre-Proposal</i> and returns copy to Applicant within five (5) working days of receipt

PHASE 2: PROPOSAL DEVELOPMENT AND SUBMISSION:

OSP:	6)	Supports Applicant's proposal development efforts
Applicant:	7)	Completes grant application and gathers all required supporting documents
	8)	Submits final proposal and supporting documents to OSP at least five (5) working days prior to the proposal's due date
OSP:	9)	Reviews completed proposal and consults with Applicant and other University personnel, as appropriate
	10)	Approves and signs proposal
	11)	Submits proposal to funding agency
	12)	Forwards copy to Applicant and other University personnel, as appropriate

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