# PROPOSAL DEVELOPMENT PROCESS

## Grants Development Office
- Reviews newsletters, Federal Register, sponsor guidelines for grant opportunities appropriate to Cal Poly Faculty
- Maintains SPIN-PLUS database of funding opportunities
- Discusses (meetings, phone) with Sponsor representatives the expertise available at Cal Poly
- Announces funding opportunities
- Sends memos to faculty with information /guidelines
- Sets up meetings of interested faculty and sponsors

## Project Director/Principal Investigator
- Is approached by company or agency to do a project
- Determines funding program based on GDO memo, or other source
- Reviews guidelines/contacts sponsor
- Needs to request augmentation or continuation of existing grant

## Drafts Proposal

## Grants Development Office
- Reviews draft(s) for style/structure/compilance with guidelines & university policies
- May discuss project revisions to increase fundability
- Contacts sponsor as needed to clarify guidelines
- Assists with identifying campus contributions (e.g., assigned time)
- Works with Project Director to develop and finalize budget
- Prepares sponsor forms/certifications/cover letters/etc.
- Prepares Proposal Approval Form for pre-submission campus approval.

## Project Director
- Obtains academic approval signatures
  - Department Head and Dean
  - Additional Deans as appropriate
  - Other (e.g. Continuing Education, Facilities)

## Grants Development Office
- Routes Proposal Approval Form (PAF) through administrative approvals
- Obtains any other necessary signatures on sponsor’s forms
- Prepares proposal for final submission - copies, etc.
- Mails proposal (regular, Federal Express, UPS, Fax, or e-mail)
- Sets up proposal file and follows up with sponsor

## Grant or Contract to be Awarded
- Identifies for negotiation any Intellectual Property issues, such as:
  - Patent/Publication Rights
  - Other concerns
- Forwards documents to Corporation for negotiation and signature; reviews and follows up on current and pending report for final contract execution
- Coordinates with Corporation on establishing an account
- Updates grants’ database for monthly and annual reports, etc.
- Maintains post-award liaison (e.g. revisions and augmentations, changes to scope of work, or personnel, etc.)

## Proposal Not Funded
- Discusses review with Project Director/Principal Investigator
- Offers suggestions and assistance for resubmission (or another Sponsor)
- Continues to send information about related funding opportunities

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S:/GDO/GrantDev/Hanouts/GDO proposal flow chart.indd

Revised October 29, 2008