

Proposal Preparation - PROPOSAL STEPS

Step 1

- Contact GSPAR with your funding needs and ideas (do this early!)
- GSPAR will help you identify funding source(s) and obtain forms and guidelines
- Inform GSPAR if there is a "match" requirement
- Discuss plans with discipline colleagues, department chair, and dean
- **Complete Intent to Apply Form ([link here](#))**

Step 2

- Draft proposal and budget. Pre-Award Specialists are available for assistance 704-378-1130 or 704-378-3514
- Contact the Institutional Review Board (IRB) if human or animal subjects are involved in project- IRB Chair-Dr. Nicola Bivens, McCrorey Hall 105, 704-330-1481, ndbivens@jcsu.edu
- Have colleague(s) review proposal
- Submit early draft of proposal and budget to GSPAR for review
- Assemble/prepare all required attachments including vitas and statements of collaborators

Step 3

- Submit final draft of proposal and budget to GSPAR five (5) working days prior to funding agency receipt date
- GSPAR will help you complete funding agency forms (if any)
- GSPAR will set up online submission account (if necessary)
- GSPAR will inform department chair and dean proposal is forthcoming

Step 4

- GSPAR will schedule proposal clearance meeting
- Prepare the required JCSU **Proposal Clearance Form (PCF) (Link Here)**
- Obtain signatures from division chair and dean five (5) working days prior to the funding agency deadline (application and PCF)
- Review application checklist items

Step 5

- Submit fully signed and approved final proposal and PCF to GSPAR for duplication and mailing or online submission two (2) working days prior to agency postmark deadline and three (3) working days prior to receipt deadline

Required Training

Coming Soon

Post Award

Once principal investigator receives funding decision, please notify GSPAR and forward original documents (letter of award and contracts)