## Grants at a Glance: Steps for Proposal Development & Submitting External Grants

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<th>Time Prior to Due Date</th>
<th>Steps for Faculty</th>
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| 3-6 months (optional support, as soon as you decide to apply) | • Inform Laura Girardeau\(^1\) of preliminary project ideas.  
• Begin to conceptualize project, find funding options, plan roles and responsibilities with collaborators, solicit partners (e.g., schools, districts) and supporting expertise (e.g., evaluators, senior personnel).  
• Meet with Amy Roth McDuffie or Laura Girardeau for assistance with these steps.  
• If private foundations or individual/corporate donors are appropriate, contact Sara Kinser for additional support. |
| Agency/ Foundation Request for Proposals (RFP) Released (2+ months) | • Inform Laura Girardeau of plans to submit to a specific call.  
• Consult with your campus grant administrator about budget planning, due dates, and requirements for supporting documents (e.g., bio-sketches, current & pending, and other supporting documents), and contact Sara Kinser for private foundation/corporate grants.  
**WSU requires that you work with your campus grant administrator** to write your budget. Primary contacts are: Bev Rhoades (Pullman), Deborah Cox (Spokane), Damien Sinnott (Tri-Cities), and Peggy Bowe (Vancouver). Your grant administrators will determine the due date for all materials that are due to their office for processing. Many factors such as holidays, number of proposal deadlines coinciding, and agency submittal process requirements could necessitate earlier due dates than those indicated by the funding agency.  
• Write proposal narrative, write and work with grant administrator/collaborators on supporting documents (e.g., bios, current and pending support forms, budget justification, support letters).  
• Schedule narrative editing with Laura. *(Optional and recommended).*  
• If collaborating, agree on roles, responsibilities, budget allocation, and credit share. For inter-college and/or inter-university proposals, allow extra time for grant administrators to coordinate budgets and agreements.  
• Submit/IRB application if required with the proposal. Some agencies will allow IRB applications just prior to funding, but they provide very little time between the request and funding—so start the IRB as soon as possible. |
| 1-2 months | Contact Amy Roth McDuffie to arrange for other COE/WSU faculty with relevant expertise to review and provide feedback on your proposal. *(Optional, recommended for larger federal proposals)*  
**NOTE:** Contact Sara Kinser for private foundation proposal reviews. *(Optional, recommended for all external proposals)* |
| 2-4 weeks | Contact Laura Girardeau for proposal review and editing. Contact Sara Kinser for private foundation proposal reviews. *(Optional, recommended for all external proposals)* |
| 2 weeks (minimum, more time preferred) | Finalize proposal budget and submission details with campus grant administrator. In most cases, your materials are due **one week or more prior to the agency/foundation deadline** to allow time for processing and approvals within WSU. **Two weeks is a guideline. Meet earlier if possible, and use date determined by your grant administrator in earlier planning meetings.** |
| 1 week (minimum – use date provided by grants admin) | Submit final proposal documentation to campus grant administrator *(1 week is a minimum; use date determined by your grant administrator in earlier planning meetings)*. **NOTE:** WSU has a new “NO RUSH POLICY.” If your proposal is not submitted to the grant administrator on time, you will have added steps and need approval signatures to process a late grant and/or your grant might not be submitted to the agency.  
**PLEASE REMEMBER:** The PI deadline is in ADVANCE of the agency deadline. |

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\(^1\) Laura Girardeau is the COE Faculty Research Development Coordinator. Please contact her as soon as you begin planning by emailing **lgirardeau@wsu.edu**. Laura will inform others of your planned proposal (e.g., administrators, grant administrators/budget coordinators for your campus). For foundation grants or corporate sponsors, Sara Kinser will connect you with WSU Foundation staff. Keep in mind that a foundation or corporate proposal goes through a similar preparation process as any other state or federal agency.
Support Available

Required
- Inform Laura Girardeau of your plans to submit. Laura will then alert others who need to know of your plans.
- Contact your campus grant administrator to develop the budget and justifications, setting a timeline, and meeting agency/foundation requirements for supporting documents. Grant administrators are: Bev Rhoades (Pullman), Deborah Cox (Spokane), Damien Sinnott (Tri-Cities), and Peggy Bowe (Vancouver).

Recommended
- Laura Girardeau researches funding options, advises on writing strategies, edits proposal narratives and journal manuscripts, and serves as liaison with other WSU personnel.
- Sara Kinser researches private and corporate funding options, serves as liaison with private foundations and reviews private foundation proposals.
- Amy Roth McDuffie advises on grant conceptualization and funding agencies, arranges faculty review committees, reviews federal/larger proposals, and facilitates connections for collaborative teams.

Tips for Planning Your Proposal
- **Plan ahead!** Rushed proposals are less likely to be funded and under the “No Rush Policy” ORSO can refuse to process proposals submitted late. We can offer support only when time allows for careful reading, editing, and feedback, and you will need time to incorporate suggestions. Often suggestions involve revisions that affect the budget and other substantive changes (e.g., increasing participants, increasing length of data collection, adding senior personnel with particular expertise).
- **As soon as you start planning,** talk to your grant administrator about the process and the due dates and inform Laura. Ultimately your grant administrator sets your due dates (expect it to be at least one week prior to the agency/funder’s due date).
- **Collaborate** when possible. Larger grants tend to need expertise from several areas. Amy Roth McDuffie might be able to help you find collaborators within or outside of the COE. For larger grants, Amy can refer you to ORSO for additional mentoring and support.
- **For larger federal grants,** it is helpful to communicate with program officers about your plans. They often can provide proposal-specific advice and information not included in the RFP. Contact Amy Roth McDuffie before contacting a program officer and for assistance on preparing for your meeting. You should provide the program officer with a 1-page overview in advance of your meeting. If others in the college are submitting to the same RFP, we might want to coordinate efforts to meet with a program officer.
- **For private foundations and corporations,** Sara Kinser (COE Development Office) and Esther Pratt (WSU Foundation) can often set up meetings with program officers and help you prepare.
- **Limited Submissions.** Some solicitations are for limited submissions – this means that WSU is limited in the number of proposals the university can submit (usually only one or two). In the cases of limited submissions, WSU will have internal deadlines for pre-proposals well in advance of the agency deadline. The process can vary by solicitation, and Laura Girardeau can assist you in understanding these deadlines and processes. Again, planning ahead and contacting Laura early will help you to avoid problems.
- **If your proposal is declined, consider resubmitting.** Acceptance rates are much higher on the second or third try – especially for federal grants. Before revising, request a meeting with a program officer. Often program officers will provide additional information and suggestions for revising that they did not include in your letter.