STEPS FOR WRITING AND ROUTING A GRANT PROPOSAL

STEP 1

NOTICE OF INTENT TO SUBMIT A PROPOSAL FORM

- This is based on need or interest within a given field. For further information, please review the Investigator's Guide to Sponsored Programs Administration (iGuide).
- The Notice of Intent to Submit a Proposal form can be found on the ORSPA Forms page, under the Internal Routing Forms heading.

STEP 2

DETERMINE ELIGIBILITY

- Understand position types and the level of institutional authority required to be named as the "Project Director" (PD) and "Principal Investigator" (PI) on an ETSU–sponsored program. Follow this link for more information on PD/PI eligibility.
- Each sponsor sets their own application requirements. Therefore, reviewing and following all program guidelines is critical, ensuring complete application under sponsor requirements.
- For further information, such as applicant eligibility with ETSU's tax status, visit iGuide: Proposal Development and Submission.

STEP 3

IDENTIFY FUNDING OPPORTUNITIES

- Explore the Funding Opportunities on ORSPA's website, which lists several up–to–date databases, ETSU Programs, and announcements to locate potential funding.
- SPIN delivers individualized funding opportunity information via weekly emails. Click here to request a profile; for assistance with system functionality, process, and policy, please get in touch with research@etsu.edu.
- Watch a presentation regarding SPIN and the role of ORSPA Internal Funding at ETSU

STEP 4

IDENTIFY FUNDING OPPORTUNITIES

- You will need a detailed description of the various cost categories that comprise a typical sponsored program budget, including indirect costs.
- If your project will include hiring personnel for grant–funded positions, be familiar with the rules for hiring grant–funded positions. Questions concerning grant–funded positions may be directed to hr@etsu.edu or ericksol@etsu.edu.
- Fill out ORSPA's comprehensive budget development tool using the Grant Proposal Budget Spreadsheet Template with instructions. For personalized assistance, please contact Cynthia Hardin at hardinc@etsu.edu or call (423)439–6051.

STEPS FOR WRITING AND ROUTING A GRANT PROPOSAL

STEP 5
COMPLETE THE INTERNAL ROUTING FORM

- Complete the ORSPA Internal Routing Form (Electronic Routing Process instructions).
- This is the responsibility of the PD/PI. If further assistance is needed with the Internal Routing Form, please contact research@etsu.edu or call (423)439-6052.

STEP 6
COMPLETE THE SIGNIFICANT FINANCIAL INTEREST DISCLOSURE FORM

- This is the responsibility of every investigator.
- Submit the Significant Financial Interest Disclosure form, which will be completed in ETSURGe. Click here to request an ETSURGe profile; for assistance and general questions with System Functionality, Process, and Policy, please contact ETSURGe@etsu.edu or call (423)439-4648.

STEP 7
ROUTE THE INTERNAL ROUTING FORM AND GRANT PROPOSAL

- Route the internal routing form and grant proposal (including the internal budget and Clemmer College cover sheet) to your Department Chair and AD of research and grants for signatures.
- Route the form to Stephanie Fletcher, Grant Manager and Assistant Dean of Fiscal Affairs & Administration, fletchersm2@etsu.edu or call (423)439-7519.
- Stephanie Fletcher will route the form to AD of Research and Grants: Pamela Mims, Associate Dean of Research and Grants, mimspj@etsu.edu.

STEP 8
ROUTE THE INTERNAL ROUTING FORM & GRANT PROPOSAL TO ORSPA FOR REVIEW/APPROVAL

- Once documents have been reviewed and approved at the department and college levels, they should be routed to the ORSPA for final review and approval (Electronic or Hardcopy Submission, refer to sponsor's application process).
- View the iGuide: Proposals section for more information.