**Find Funding**
Institutional Advancement (IA) has resources available to help you, including a Project Description Form to help you explain your ideas, online grant seeking services, workshops and online guides.

**Develop the Proposal**
The project initiator (PI or PD) is responsible for developing the content of the proposal, including identifying personnel, equipment, space and budget requirements. Institutional Advancement staff will assist with the budget, reviewing the final proposal, completing required forms, required University documents, and routing the proposal for approval.

**Proposal Development Flow Chart**

**PRE-AWARD: PROPOSAL DEVELOPMENT**

1. **Find Funding**
   - Institutional Advancement (IA) has resources available to help you, including a Project Description Form to help you explain your ideas, online grant seeking services, workshops and online guides.
   - Problem, need or question addressed
   - Goals and objectives
   - Unique aspects of the project
   - Is the project multi-campus?
   - Outcomes/impacts
   - Total amount required
   - Start to finish timeline
   - Contact IA for help:
     - Lisa Farese
     - lfarese@antioch.edu
     - 603-283-2102
   - NO
   - Read the RFP/guidelines
   - Budget limits
   - Required expertise
   - Limitations
   - YES
   - Start Developing the Proposal

2. **Develop the Proposal**
The project initiator (PI or PD) is responsible for developing the content of the proposal, including identifying personnel, equipment, space and budget requirements. Institutional Advancement staff will assist with the budget, reviewing the final proposal, completing required forms, required University documents, and routing the proposal for approval.

   - Leave enough time in advance of the deadline
   - Read and follow guidelines
   - Draft a budget

   **Develop Proposal & Budget**
   - IA can provide:
     - Budget templates
     - Budget narrative
     - Overhead (F&A) rates
     - Salary and fringe benefit

   **Contact Funder With Questions**
   - Program officers are excellent resources
   - If you have questions for the funder, coordinate contact with IA staff

   **Identify Critical Requirements**
   - Budget elements
   - Equipment or space
   - Cost sharing
   - Partnerships
   - Approvals: IRB, IACUC, other

   **Identify Funding Sources**
   - Contact IA for help:
     - Lisa Farese
     - lfarese@antioch.edu
     - 603-283-2102

   **Ensure You Qualify**
   - Read the RFP/guidelines
   - Budget limits
   - Required expertise
   - Limitations

   **NO**
   - Start Developing the Proposal

   **YES**
   - Start Developing the Proposal

**Developing the Proposal Flow Chart**

**1. Find Funding**
   - Institutional Advancement (IA) has resources available to help you, including a Project Description Form to help you explain your ideas, online grant seeking services, workshops and online guides.

   **Develop project idea**
   - Problem, need or question addressed
   - Goals and objectives
   - Unique aspects of the project
   - Is the project multi-campus?
   - Outcomes/impacts
   - Total amount required
   - Start to finish timeline

   **Identify Funding Sources**
   - Contact IA for help:
     - Lisa Farese
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   **Ensure You Qualify**
   - Read the RFP/guidelines
   - Budget limits
   - Required expertise
   - Limitations

   **YES**
   - Start Developing the Proposal

   **NO**
   - Leave enough time in advance of the deadline
   - Read and follow guidelines
   - Draft a budget

**2. Develop the Proposal**
The project initiator (PI or PD) is responsible for developing the content of the proposal, including identifying personnel, equipment, space and budget requirements. Institutional Advancement staff will assist with the budget, reviewing the final proposal, completing required forms, required University documents, and routing the proposal for approval.

   **Read the Guidelines Again**
   - Ensure your project “fits”
   - Identify questions for the funder

   **Contact Funder With Questions**
   - Program officers are excellent resources
   - If you have questions for the funder, coordinate contact with IA staff

   **Identify Critical Requirements**
   - Budget elements
   - Equipment or space
   - Cost sharing
   - Partnerships
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   **Develop Proposal & Budget**
   - IA can provide:
     - Budget templates
     - Budget narrative
     - Overhead (F&A) rates
     - Salary and fringe benefit
Review and Approval
All proposals must be reviewed and approved prior to submission. Institutional Advancement can help you determine what kind of review is required and who must approve the final proposal.

Obtain Compliance Review
Special reviews can include:
- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Technology Transfer
- Intellectual Property
- Conflict of Interest

Route for Final Approval
May include:
- Department Chair
- Campus Provost
- Chancellor
- Finance Office (for the budget)

Assemble the Proposal Package
If paper copy must be submitted, review guidelines again to determine the required number of copies and where/to whom to submit

Submit the Proposal
Coordinate with IA staff for final submission

YOUR PROPOSAL WAS FUNDED! NOW WHAT?
NEXT
Understand Grant Requirements and Responsibilities
The IA staff person who worked with you on the proposal will meet with you to review the responsibilities of all individuals and offices involved in managing and stewarding the grant, from accepting the grant through project management, reporting, and closeout.

Meet with Institutional Advancement
Meet with the IA staff person who worked on the proposal to identify grant requirements, determine responsibilities, develop a calendar of reports and other deadlines, and help with setting up a grant account with the Finance Office.

PI/PD Responsibilities
- Project management
- Reports
- Monitoring the budget
- Responding to funder requests
- Hiring and purchasing
- Publishing results

Institutional Advancement Responsibilities
- Sign grant documents
- Letter of thanks
- Reports
- Negotiating with funder

Start the Project
- Manage project according to proposal and agreement
- Adhere to budget
- Contact IA if changes are needed

Reconcile Accounts & Prepare Reports
IA will work with you to prepare the final report and reconcile accounts with the grant accountant.

Close Grant Account & Submit Reports
- Work with grant accountant to close out the grant account
- IA will assist with submitting the final report

And on to the next grant!