

# The University of Tennessee at Chattanooga

## Office of Grants & Research (OGR)

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### Steps in Creating a Proposal

Once you have identified a project/idea you wish to propose, you are ready to get started on developing the program design and locating funding that aligns with your idea. The info provided below has been developed for you to use as a guide during the proposal development process. The table below defines your role as Project Director, and provides details on what the Office of Grants and Research (OGR) can do to assist you.

STEP	PROPOSAL WRITER RESPONSIBILITY	SERVICES OF THE OFFICE OF SPONSORED PROGRAMS
<b>1</b> Develop the project idea.	Review literature. Relate idea to purpose. Consult with other experts. Make initial contacts with potential external partners/collaborators. Hold preliminary discussions with the department head, dean and OGR.	Analyze federal, state and private agency programs and other sources of information on available funding. Analyze and track legislation. Identify alternative sources of funding. Prepare timeline for completion of local tasks.
<b>2</b> Pre-proposal activities begin.	Determine potential sponsors to be approached. Determine personnel (UTC and non-UTC) needed. Determine % of time, salaries, wages and fringes for personnel. Determine matching requirements and in-kind contributions (if applicable). Obtain estimates for costs of unusual items (e.g., equipment). Prepare brief, informal proposal with a draft budget. Determine the Project Director/Principal Investigator. Apply for human subjects/animal subjects compliance assurances. Confer with the sponsoring agency.	Assist in selecting potential funding sources. Obtain proposal guidelines. Facilitate contacts at the sponsoring agency. Develop program outline. Explain policies for human subjects/animal subjects review process. Obtain salary figures and correct estimates of in-kind matches. Assist in clarifying proposal requirements. Provide funded proposals.

<p><b>3</b> Plan and develop the proposal narrative and budget outline.</p>	<p>Develop timeline to meet deadline. Coordinate on-campus requirements. Discuss project with off-campus partners and define the role of each partner. Develop proposal narrative that aligns with funding agency criteria.</p>	<p>Review proposal narrative upon request and provide comments. Assist with project cost analysis. Provide data about fringe benefits, salaries, facilities costs, matching sources, etc. Confirm matching approvals and account numbers.</p>
<p><b>4</b> Prepare draft of formal proposal.</p>	<p>Discuss proposal with OGR and prepare final draft. Obtain letters of cooperation from external partners. Obtain support letters (if needed) from UTC Administration.</p>	<p>Analyze proposal format and text. Provide technical assistance as appropriate. Prepare internal review memo and obtain approvals. Review the sign-off sheet.</p>
<p><b>5</b> Transmit proposal for required signatures.</p>	<p>Deliver completed proposal to OGR <u>at least 5 days before the agency deadline</u>. Most electronic submissions require the authorized official for the university (Diane Miller) to submit the proposal. We feel that you should be there during the submission process to review the proposal for correctness and verify that it is ready to go.</p>	<p>Obtain approval of proposal from OGR staff. Confirm submission process (electronic, hard copy, etc.).</p>
<p><b>6</b> Transmit proposal to potential sponsor.</p>	<p>If the proposal is to be submitted electronically, schedule time with OGR staff to jointly submit the proposal.</p>	<p>If requested, prepare proposal package. If requested, transmit proposal to the agency. Electronic submissions are done jointly with PI.</p>
<p><b>7</b> Negotiations with the agency.</p>	<p>Be available for discussion on technical, programmatic and financial aspects of the proposal, if awarded.</p>	<p>Prepare and obtain approval of the negotiated budget. Negotiate the budget with the agency. Submit negotiated budget and program narrative. Conduct other appropriate follow-up.</p>