Flow Chart: From Concept to Submission

Identify a grant opportunity. Confirm you can meet the application deadline.

Study the RFP. Note whether matching funds are required (not good) and whether indirect costs are allowed (good) because those considerations affect how attractive the opportunity is.

Contact the Office of Sponsored Projects (x. 9588) so they can coordinate Tarleton's response. Some grant programs allow only one application from a university.

Scope your project: timeline, faculty and/or student resources, cooperation required from other entities (e.g. school districts), characteristics of possible research subjects, facilities and equipment required, and preliminary budget.

The Office of Sponsored Projects will help you understand grant sponsor requirements and Tarleton ground rules, locate project team members, and develop a viable project concept and preliminary budget.

Discuss your project with your department head to obtain concept approval. If necessary to obtain university commitments (e.g. for matching funds), also inform your dean.

If NO GO

If GO

If your research uses human or vertebrate animal subjects, you must obtain Institutional Review Board approval.

Prepare your grant application packet, including collecting required letters of support from, for example:

- Participating Tarleton entities outside your department
- Participating non-Tarleton entities like school districts
- Your dean and/or vice-president confirming approval of match
- Your dean and/or vice-president justifying and approving any waived or reduced indirect cost

If your application will be submitted through NSF Fastlane and you have not used Fastlane before, contact the Office of Sponsored Projects (x. 9588) to be registered on the system.

The Office of Sponsored Projects (x. 9588) will help you:

- write and edit narrative,
- modify CVs to fit grant sponsor requirements
- develop a budget and budget narrative,
- understand Tarleton policies and procedures,
- fill out standard application forms, and
- prepare a Tarleton transmittal sheet.

Take the completed application packet and transmittal sheet to your dean or vice-president, explain the project, and get his/her signature on the Tarleton transmittal sheet to indicate formal approval and support.

Bring the packet and transmittal sheet to Room 117 Mathematics Building to be checked to make sure it meets RFP requirements.

If it does not meet requirements, it will be returned to you with comments about what must be corrected or changed before you resubmit it for internal approval.

If it meets requirements, the Office of Sponsored Projects will log it and begin tracking it through the internal review process. Be prepared to answer questions during internal review. If issues are identified, you may be asked to revise your proposal and budget before internal review can proceed.

Internal review takes 10 working days. If your proposal arrives late, review may not be complete in time for you to meet the application deadline.

When your application has successfully completed internal review, you will be notified that it has been approved.

The Office of Sponsored Projects will help you submit your application electronically or send it by express or US Mail.