

Negotiate project budget and scope

Six months is the average time between when you submit your proposal and when you are notified whether you have been awarded funding. Foundations may reply more quickly (or not at all if your proposal isn't funded). Some federal agencies may take even longer to reply.

In many cases, you will not be awarded the amount you requested.

You negotiate the difference between your budget request and the actual grant award.

The grant sponsor usually has a specific amount of funding to divide among a group of projects. When the total of those projects' budgets (inevitably) doesn't exactly match the amount of funding available, grant sponsor staff will contact you and suggest the revised amount of funding they are able to provide. After reviewing your project plan in context of the revised budget, respond to the sponsor's suggestion by summarizing how the change in budget will affect your project's scope. You may have to repeat this process until agreement is reached that both the revised project scope and the budget are acceptable.

During the months after you submitted your proposal, circumstances may have changed, and your grant award should accurately reflect those changes. For example, replacing an unavailable team member with a new person potentially might affect the project team's credibility, assignment of project responsibilities, and salary and fringe benefit budget amounts. If you know of potential changes to or savings in your project, the Office of Sponsored Projects can help you find the most appropriate way to present the situation to the grant sponsor when you are notified your project has been selected for funding.

When agreement is reached on funding, new approvals must be obtained.

Your revised proposal and budget must complete Tarleton's internal review process again to obtain official institutional signatures approving the project for which funding actually is being awarded. The grant sponsor is likely to require submission of new paperwork before the proposal becomes an award.

Do not start the project before an account is established for the funding!

Although a grant sponsor may provide a verbal or email communication before an actual award is made, the award is final only when the award notice has been received and signed by all the appropriate people at Tarleton.

Do not start work and do not spend money before an award is officially received, and Business Services has established a university account for the funds.