

# Steps in Developing a Proposal

Now that you have identified the project/idea that you wish to propose, how do you get started?

What role can the Office of Sponsored Programs & Research play in assisting you?

What are your responsibilities as a Proposal Writer/Project Director?

Reference the chart below for your plan of action...

STEP	PROPOSAL WRITER RESPONSIBILITY	SERVICES PROVIDED BY THE OFFICE OF SPONSORED PROGRAMS & RESEARCH
<p style="text-align: center;"><b>1</b></p> <p style="text-align: center;">Develop the project idea</p>	<ul style="list-style-type: none"><li>• Review literature</li><li>• Relate idea to purpose</li><li>• Consult with other experts</li><li>• Make initial contacts with potential external partners/collaborators</li><li>• Hold preliminary discussions with the department chair, dean and Office of Sponsored Programs &amp; Research</li></ul>	<ul style="list-style-type: none"><li>• Analyze federal, state and private agency funding opportunities using SPIN, Grants.gov and other sources of information on available funding sources</li><li>• Analyze and track legislation</li><li>• Identify alternative sources of funding</li><li>• Prepare timeline for completion of tasks with respect to deadlines</li></ul>

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<p style="text-align: center;"><b>2</b></p> <p style="text-align: center;">Preproposal activities begin</p>	<ul style="list-style-type: none"> <li>• Determine potential sponsors to be approached</li> <li>• Determine personnel (Cal U and non-Cal U) needed</li> <li>• Determine percent of time, salaries, wages and fringe for personnel</li> <li>• Determine matching requirements and in-kind contributions (if applicable)</li> <li>• Obtain estimates for costs of unusual items (eg., equipment)</li> <li>• Prepare brief, informal proposal with a draft budget</li> <li>• Determine the Project Director/Principal Investigator</li> <li>• Apply for human subjects/animal subjects compliance assurances</li> <li>• Confer with the sponsoring agency program officer</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in selecting potential funding sources</li> <li>• Obtain proposal guidelines</li> <li>• Facilitate contacts at the sponsoring agency</li> <li>• Explain policies for human subjects/animal subjects review process</li> <li>• Obtain salary figures and correct estimates of in-kind matches</li> <li>• Assist in clarifying proposal requirements</li> </ul>
<p style="text-align: center;"><b>3</b></p> <p style="text-align: center;">Plan and develop the proposal narrative and budget outline</p>	<ul style="list-style-type: none"> <li>• Develop preparation schedule to meet deadline</li> <li>• Coordinate on-campus requirements</li> <li>• Discuss project with off-campus partners and define the role of each partner</li> </ul>	<ul style="list-style-type: none"> <li>• Review proposal narrative upon request</li> <li>• Assist with project cost analysis and budgeting</li> <li>• Provide data about fringe benefits, salaries, facilities costs for matching, etc.</li> <li>• Confirm matching approvals</li> </ul>

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<p style="text-align: center;"><b>4</b></p> <p style="text-align: center;">Prepare draft of formal proposal</p>	<ul style="list-style-type: none"> <li>• Discuss proposal with the Office of Sponsored Programs &amp; Research</li> <li>• Prepare the Routing Sheet and initiate approval process</li> <li>• Obtain letters of cooperation from external partners</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze proposal format and text</li> <li>• Provide technical assistance as appropriate</li> <li>• Prepare budget and obtain compliance certifications</li> <li>• Review the Routing Sheet</li> </ul>
<p style="text-align: center;"><b>5</b></p> <p style="text-align: center;">Transmit proposal for required signatures</p>	<p>Deliver completed proposal and <u>one complete copy of all materials to be submitted</u> to the Office of Sponsored Programs &amp; Research, after obtaining signatures of the department head and dean <u>at least 10 business days before the agency deadline.</u></p>	<ul style="list-style-type: none"> <li>• Obtain approval of proposal from Director, Office of Sponsored Programs &amp; Research</li> <li>• Confirm the method of submission (electronic or mail)</li> </ul>
<p style="text-align: center;"><b>6</b></p> <p style="text-align: center;">Transmit proposal to potential sponsor</p>	<p>Prepare a letter of transmittal or additional technical/special information.</p>	<ul style="list-style-type: none"> <li>• Prepare proposal package</li> <li>• Transmit proposal to the agency</li> </ul>
<p style="text-align: center;"><b>7</b></p> <p style="text-align: center;">Negotiations with the agency</p>	<p>Be available for discussion on technical, programmatic and financial aspects of the proposal.</p>	<ul style="list-style-type: none"> <li>• Prepare and obtain approval of the negotiated budget</li> <li>• Negotiate the terms and conditions of the legal agreement</li> <li>• Secure fully-executed legal agreement</li> </ul>