Step 1

- The Academic Grants Office (AGO) will assist you in locating funding opportunities and in the application process. Additional information can be located at: http://www.marist.edu/grants/

Step 2

- When funding availability has been determined, proposal must be reviewed with the grants office and initial routing should begin. This includes:
  - Summary describing the plan of work intended;
  - Conflict of Interest Statement signed by the Principal Investigator (PI);
  - A preliminary budget is necessary for initial routing only if matching funds are requested. The Chief Financial Officer (CFO) must approve the funding match before proposal preparation can proceed; http://www.marist.edu/grants/forms.html

Step 3

- Work on the proposal begins when the initial routing has been completed and received back in the grants office. The contents of this proposal may vary depending on the specific organization offering funding. It is important to be familiar with the specific grant guidelines outlined on that organization’s website as procedures for proposal submission vary.
Step 4

• Final internal routing takes place when all components of the proposal have been completed. Final routing includes:
  • Narrative
  • Budget
  • Budget Justification
  • Letters of Support (if applicable)

Step 5

• After careful review by the grants office, the proposal is submitted to the funding organization.

Step 6

• After waiting period, the Principal Investigator (PI) will receive a letter and/or email from the funding organization indicating whether or not the grant has been awarded. If awarded, the office of Post Award should be contacted by the PI. The Post Award Project Administrator will set up an account and review the procedures involved in Post Award.