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# Grant Application Process



## 1. Locate a Funding Source

The Office of Sponsored Programs and Research (SPRO) supports faculty and staff with identifying grant funding opportunities.

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## 2. Connect Project Goals to Grant Guidelines

The SPRO assists applicants in aligning project goals, objectives, timeline, and budget with agency requirements.

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## 3. Preliminary Review

Before developing the full proposal, a summary scope of work is circulated for initial review and feedback.

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## 4. Proposal Development

The SPRO supports proposal and budget development, and manages digital registrations, agency workspaces, and required college documents.

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## 5. Final Review

The proposal is circulated for final approvals at least 7-10 days before the submission deadline.

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## 6. Grant Submission

The application workspace is reviewed and the proposal is submitted 5 days before the agency's deadline to allow time for compliance checks and any necessary corrections.

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