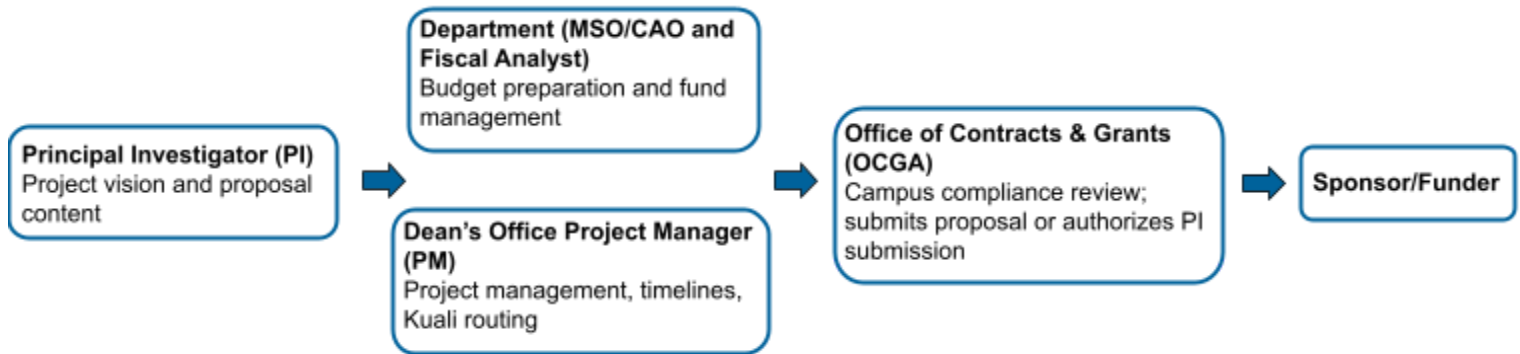# Faculty Proposal Submission Roadmap

Getting Started with the Grant Application Process

Step 1: Identify the Opportunity

☐ Who is the funder? Government, foundation, internal, or other entity
☐ What type of support? Grant, fellowship, stipend, residency

Note: This determines review requirements and timelines.

Step 2: Confirm Project Plan & Deadlines

The Project Manager (PM) and PI will align on key deadlines:

☐ Internal submission deadlines
☐ Final submission deadline to the sponsor

Note: Standard proposals must be submitted to OCGA **5–7 business days** before the sponsor deadline.

Step 3: Department & Budget Coordination

☐ If not already, MSO/CAO and Fiscal Analyst are notified
☐ Budget preparer is identified
☐ Confirm faculty salary, course buyout, and indirect cost allowability per campus budget policies
☐ Confirm GSR needs and salary/expenses

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☐ Budget justifications are drafted

Step 4: Scope, Deliverables, and Partners

☐ Clarify required deliverables for the proposed work.
☐ Determine whether IRB or Export Control review is required.
☐ Identify any additional required materials.
☐ Identify contractors, consultants, and/or subawards.
☐ Determine partner requirements, including:
　☐ Budgets
　☐ Letters of support
　☐ Required forms or documentation

Note: The PI is responsible for working with subawardees, consultants, or contractors to gather their materials.

Step 5: Proposal Management & Kuali

The Project Manager will coordinate with OCGA and the PI to:

☐ Submit the proposal in Kuali
☐ Address any feedback or required revisions

Once OCGA grants final approval, the Project Manager will collaborate with the PI to:

☐ Prepare the complete submission package
☐ Submit it to the sponsor according to their instructions

Key Takeaways

- Notify your department MSO/CAO early
- Use the Dean's Office as a support
- Think about how the operations will function in your project (Expenses, Timeline, Support)

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