

# Texas A&M University-Texarkana

## Office of Graduate Studies and Research

### Grant Proposal (Pre-Award) Process

Texas A&M University-Texarkana is dedicated to supporting faculty, staff and students working to develop well-crafted grant proposals. Whether it's a qualitative or quantitative research study, a program to support students or a partnership with a community entity, our mission is to support your efforts. It is important, however, that you understand the process (including limitations) at the very start of your conceptualization.

The following information will help you meet the necessary deadlines with a strong proposal. Whether this is the initial proposal or you are applying for another year on an annually renewable grant, the very first step you must take in this process is ALERTING the Office of Graduate Studies and Research to the fact that you intend to submit a proposal. Please see the "Notice of Intent" form on page two of this document. Our role in the process is to help you develop the most effective proposal you can. You are the expert in the content and we are here to support your proposal efforts (with expertise in budgeting, proposal development and accurately following submission guidelines).

On the "Notice of Intent" form, you will see a section titled *Funding Entity Information*. This section must be completed entirely. If you are unsure of what something is pertaining to, ask Bill. Of critical importance are the deadlines. What you must understand is that for each grant proposal, we **MUST** have all of the necessary individuals on campus review and then sign off on the proposal. **THIS TAKES TIME!**

Each request for proposals (RFP) should have information on when the proposal is due. In some cases, they may take applications/proposals on an on-going basis. Before you start writing a proposal – you have to know when it is due. This date will allow all of us to back up from the deadline and make sure everyone who needs to approve has the necessary time to do their due diligence. Therefore, based on experience and awareness of our own internal processes, the following rule regarding deadlines will be followed with no exceptions:

Your FINAL proposal must be submitted to the Office of Graduate Studies and Research **no later than seven (7) working days prior to the deadline for submission to the funder**. Basically, you will need to readjust your clock from the funders due date and time to seven days earlier. This will allow the following individuals to review (which most likely will include helpful feedback) and approve your submission: *your college dean or supervisor, grant accountant, Dean of Graduate Studies, Provost, VP of Finance and President*. **You need to be aware that if certain deadlines are missed, your proposal MAY NOT be submitted.** As a reminder, grants cannot be submitted for external funding without ALL of the necessary signatures. None of us want to miss out on a grant due to missed deadlines.

# NOTICE OF INTENT

## To Seek External Funding

*Per TAMU-T procedures, you are required to complete and submit this form to the Office of Graduate Studies and Research (University Center Building 4th Floor) prior to generating a proposal to a funding entity.*

*\* A funding entity is defined as a governmental agency, foundation, trust, business, industry, corporation or individual.*

Principal Investigator/Project Director Information

Name \_\_\_\_\_

Department \_\_\_\_\_

PI/PD Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Your signature confirms agreement to PI responsibilities and your acknowledgement of meeting TAMU-T requirements to be a PI/PD.)*

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

*(Your signature confirms your support (representing TAMU-T) of the PI/PD pursuing the funding opportunity identified herein.)*

Funding Entity Information

Name \_\_\_\_\_ CFDA # \_\_\_\_\_

Program/Grant Title (if applicable) \_\_\_\_\_

**Please answer each of the following questions:**

1	Is human subject research included in this proposal (Yes or No)	
2	Is a letter of intent needed (Yes or No)?	
3	If yes, what is the deadline for the letter of intent?	
4	Is cost-sharing required (Yes or No)?	
5	If yes, what is the amount or percentage required?	
6	Is the proposal submitted electronically or hard copy mailed?	
7	<b>What is the deadline for submission to the funder (date AND time – CST)?</b>	
8	<b>What is the deadline to the Office of Graduate Studies and Research (submission date minus 7 working days)?</b>	

