

I have this idea for a project



- How can I get money to fund it?



Step 1.

- Develop a two-page white paper describing your ideas,
 - topics you wish to research,
 - programs you would like to see instituted.
- Keep this white paper on your desktop to review and revise at your leisure.



Step 2.

- Discuss your ideas with your Department Chair.
 - Do your ideas fit the mission and goals of your department?
 - Does your department have the facilities and staff needed to implement your project?





Step 3.

- Make an appointment with the UT Martin Office of Research, Grants, and Contracts (ORGC) to discuss your topic. The ORGC can
 - assist with finding grant requests for proposals (RFPs) that match your ideas,
 - assist with developing writing teams, if applicable.



Step 4.

- Choose an RFP that suits your ideas.
 - ORGC will assist you in contacting the program officer, if desired.



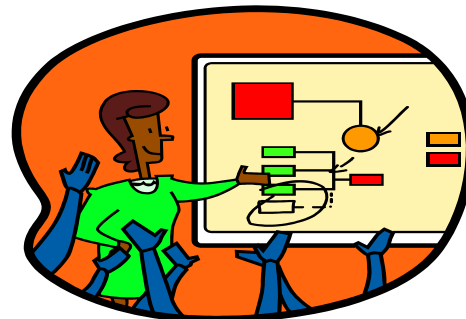


Please note

- The ORGC is the official avenue for ***all*** grant submissions for the UT Martin campus.
- All proposals, grants, and contracts ***must*** be submitted through the UT Martin ORGC so that compliance with various sponsor, university, or other regulations and guidelines pertaining to external funding can be assured.

Step 5.

- Develop a rough draft of Goals and Objectives.
 - Make sure your goals and objectives align with the RFP.
 - Use their language as often as possible.
 - These may need to be revised as you proceed.



SMART objectives are

- **S**pecific,
- **M**easurable,
- **A**ttainable,
- **R**ealistic,
- **T**ime-bound.



Step 6.

- Develop a writing timeline.
 - Consider who can do what and when it will be due.
 - Give yourself plenty of lead time before the due date for
 - Rewriting.
 - Budget revisions.
 - Gathering supporting documents (letters of support and/or commitment, vita, appendices, etc.).
 - Registrations and log-ins for electronic submissions.



Step 7.

- Do you require a “Needs Assessment?”
 - Review of literature?
 - Formal survey?
 - Data to substantiate need?





Step 8.



- Do you require “partnering agencies?”
 - Schools or a consortium of schools (LEAs)?
 - Entities within the University (College of Education, faculty from certain areas, Student Affairs)?
 - Businesses and/or industries?
 - Civic organizations?
 - Informal science education entities (libraries, museums)?
 - Do you need letters or descriptions?
 - Do you need an outside evaluator?





Step 9.



- Work with ORGC to draft your budget.
 - Consider what you want to spend money on, when it will be spent.
 - This will assist you with writing the management plan, the timeline for the project, the evaluation.
 - This will need revision as you proceed.
 - The ORGC will assist you with revisions.



Step 10.

- Prepare the proposal according to the guidelines in the RFP. The ORGC will assist you as you consider
 - Required parts (outline),
 - Revised Goals with SMART objectives,
 - Page limits,
 - Format (margins, fonts, color),
 - Special requirements.



Step 11.

- Submit the draft of your proposal and budget to the ORGC for review and revision **at least *10* working days** before the due date.
- Schedule time to work with the ORGC on revisions.



Step 12.

- Collect and organize supporting documents such as
 - Letters of Support and/or Commitment,
 - MOAs, MOUs, MTAs, if applicable,
 - Vita of project personnel,
 - Documentation of Third Party Involvement.



Step 13.

- Route the Internal Coordination Sheet with finalized budget and abstract for all required signatures **at least 7 working days** before the due date.
 - The Internal Coordination Sheet and instructions for its completion are available on the ORGC website.





Step 14.

The ORGC will

- develop and revise budgets.
- prepare assurances, sponsor-required budget pages, application pages for official signatures.
- assemble the proposal for submission according to RFP guidelines.





Step 15.

- Deliver the completed proposal package to the ORGC for submission.
- Paper submissions may require numerous copies.
- Electronic submissions require time to register and establish log-ins.



Step 16.

- Cross your fingers and toes.
- Hope for the best.
- Wait for notification.
 - Depending on the agency, it may take as long as six months to receive notification

