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

- **Specific,**
- **Measurable,**
- **Attainable,**
- **Realistic,**
- **Time-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.