

Steps in Developing a Proposal

Step	Proposal Writer Responsibility	Office of Sponsored Programs Services
1 Develop the Project Idea	Review literature. Relate idea to purpose. Consult with other experts. Make initial contacts with potential external partners/ collaborators. Hold preliminary discussions with the department head, dean and Sponsored Programs.	Analyze federal, state and private agency programs using SPIN, COS and other sources of information on available funding. Analyze and track legislation. Identify alternative sources of funding. Prepare timeline for completion of local tasks.
2 Pre-proposal Activities Begin	Determine potential sponsors to be approached. Determine personnel (WKU and non-WKU) needed. Determine % of time, salaries, wages and fringe for personnel. Determine matching requirements and in-kind contributions (if applicable). Obtain estimates for costs of unusual items (e.g., equipment). Prepare brief, informal proposal with a draft budget. Determine the Project Director/Principal Investigator. Apply for human subjects/animal subjects compliance assurances. Confer with the sponsoring agency.	Assist in selecting potential sources. Obtain proposal guidelines. Facilitate contacts at the sponsoring agency. Explain policies for human subjects/animal subjects review process. Obtain salary figures and correct estimates of in-kind matches. Assist in clarifying proposal requirements.
3 Plan and Develop the Proposal Narrative and Budget Online	Develop preparation schedule to meet deadline. Coordinate on-campus requirements. Discuss project with off-campus partners and define the role of each partner.	Review proposal narrative upon request. Assist with project cost analysis. Provide data about fringe benefits, salaries, facilities costs for matching, etc. Confirm matching approvals and account numbers.
4 Prepare Draft of Formal Proposal	Discuss proposal with the Office of Sponsored Programs. Prepare the Sign-Off Sheet and initiate routing. Obtain letters of cooperation from external partners. Request review of the proposal and budget by the department head and dean.	Analyze proposal format and text. Provide technical assistance as appropriate. Prepare budget and obtain compliance certifications. Review the Sign-Off Sheet.
5 Transmit Proposal for Required Signatures	Deliver completed proposal and <u>one complete copy of all materials to be submitted</u> to the Office of Sponsored Programs, after obtaining signatures of the department head and dean <u>at least 5 days before the agency deadline</u> .	Obtain approval of proposal from Director, Office of Sponsored Programs. Confirm how many copies are to be submitted to the agency and who will do final copying and mailing.

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6 Transmit Proposal to Potential Sponsor	Prepare a letter of transmittal or additional technical/special information.	OSP will prepare the proposal package. OSP will transmit the proposal to the agency.
7 Negotiations with the Agency	Be available for discussion on technical, programmatic and financial aspects of the proposal.	Prepare and obtain approval of the negotiated budget. Negotiate the budget with the agency. Submit negotiated budget and program narrative. Determine status of the pending proposal, if necessary. Conduct other appropriate follow-up.