1. FORMULATE THE IDEA

☐ Develop hypothesis, or project goals.
☐ Identify skills, expertise needed to meet goals.
   Identify potential collaborators.
☐ Draft abstract/summary.

2. IDENTIFY FUNDING OPPORTUNITIES

☐ Visit ORSP website to use SPINS to search for government and private opportunities:
  http://www.csun.edu/research-graduate-studies/funding-opportunities-landing-page
☐ Visit websites of specific sponsors. See ORSP website:
  http://www.csun.edu/research-graduate-studies/search-grants
☐ Obtain and read grant/proposal guidelines.
   How can your proposed idea support the goals of the sponsor?
☐ Discuss with CSBS Grants Officer (Frances Solano, ext. 6135) for guidance in matching the proposed project to sponsor goals.
☐ Contact ORSP Grants Coordinator (Stefanie Friesen, ext. 2901) to indicate intent to apply and any special application instructions.
☐ Contact sponsor’s Program Officer to assure that proposed project meets goals/needs of the sponsor.
☐ Draft specific aims and methodology.

3. DRAFT BUDGET / INITIATE SUBCONTRACT DOCUMENTS

☐ Contact ORSP Grants Coordinator (Stefanie Friesen, ext. 2901) to assist in estimating the following:
   Length of time to complete project.
   Effort, salaries and benefits for each person.
   Subcontract costs for external collaborators.
   Equipment, materials and supplies
   Travel
   Indirect costs (NOTE: Any projects budgeted at less than 45% IDC must be approved by Director of ORSP)
☐ Contact ORSP Grants Coordinator (Stefanie Friesen, ext. 2901) to initiate documents for external collaborators: 
   Statement of work
   Budget and budget justification
   Subrecipient Commitment Form
   http://www.csun.edu/sites/default/files/Subrecipient_Commitment_Form.pdf
   Other documents as required.

4. EARLY NOTIFICATIONS REQUIRED

☐ If private foundation, submit request for clearance to CSBS Grants & Contracts Officer (Frances Solano, ext. 6135).
Grants & Contracts Officer will obtain clearance from CSUN Foundation to proceed.

- Prepare and sign Grants Data Form (GDF). See http://www.csun.edu/sites/default/files-dgf4-23-09.pdf
  - Attach: (1) Abstract, (2) Budget, (3) Budget Justification
  - (4) Conflicts of Interest (COI) Form.
  - (5) If sponsored by PHS agency (e.g. NIH), complete COI Supplement.

- At least 3 weeks prior to deadline, discuss with your department chair.
  - Discuss any needs for changes in curriculum, cost-sharing, release time, additional space/equipment.
  - Obtain chair signature on GDF.

- At least 14 days prior to deadline, submit signed GDF to Grants & Contracts Officer for review and Dean's signature.
  - Attach: (1) Abstract, (2) Budget, (3) Budget Justification

- At least 14 days prior to deadline, if your project includes human participants,
  - contact CSUN Compliance Officer (Kat Sohn, ext. 2901) in ORSP for preliminary IRB guidance.

5. FINALIZING PROPOSAL.

- Communicate with subcontractors to finalize scope of work and budget.
  - ORSP Grants Coordinator will communicate with subcontractors to obtain required certifications.

- Complete all sections of grant application as instructed by sponsor.

- At least 4 days prior to deadline, forward completed final proposal to ORSP Grants Coordinator.
  - ORSP will submit proposal package to sponsor.

6. SUBMITTING THE PROPOSAL TO THE SPONSOR

- Communicate your availability to the ORSP Grants Coordinator for any questions or last-minute issues.

- Work with ORSP Grants Coordinator to determine who will submit to the sponsor.

- After proposal is submitted, begin writing protocol for IRB approval (if human participants are involved).
  - http://www.csun.edu/research-graduate-studies/submission-deadlines-and-meeting-dates
  - (It may take 30 days for final IRB approval, which must be obtained prior to award being granted).