Appalachian State University's Office of Research
Grant Proposal Process

You have an idea for a project...

Contact Grants Resources & Services for assistance obtaining:
- Funding sources
- Grant writing guides and workshops
- Sample proposals
- Feedback on your proposal narrative

Select a funding source. Be sure to check:
- Eligibility
- Applicability
- Due Dates

Speak with your chair or dean about your proposal

Speak with a program officer at your funding agency

Contact the Office of Sponsored Programs to:
- Prepare a budget
- Initialize an AGrants Record

Prepare your proposal

Work concurrently with the Office of Research Protections if your project involves:
- Conflict of Interest
- Human Subjects (IRB)
- Recombinant DNA or select agents (IBC)
- Animals (IACUC)
- Radiation Safety
- Export Controls (for international travel or collaborators)
- Responsible Conduct of Research Training
- Intellectual Property

Since some sponsors require compliance issues to be addressed before grant submission, be sure to give yourself time for board review if applicable.

Work concurrently with the ITS office if you need assistance with data (management plans, storage, security, and sharing, for example).

Work concurrently with the Office of Research Consultation if you need assistance with data collection, organization, or analysis for statistical manipulation.

Administrators (e.g., department chair, dean) approve your proposal electronically through AGrants

Completed proposal, supporting documents, and administrative approvals must be delivered to Sponsored Programs, via AGrants, at least 5 business days before the sponsor's deadline.

The Office of Sponsored Programs submits the proposal to sponsor and negotiates award terms and conditions

The Office of Sponsored Programs reviews the completed proposal and assists with correcting any problems.

Special Funds Accounting assists with post award account set up and fund management

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