

Appalachian State University's Office of Research
Grant Proposal Process

Office of Research

APPALACHIAN STATE UNIVERSITY

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

[Special Funds Accounting](#) assists with post award account set up and fund management

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