**Find Funding**
The Office of Research and Sponsored Programs (ORSP) offers assistance to faculty in support of research, scholarship, and creative activity.

1. **Develop Project Idea**
   - Problem/Need
   - Goals
   - Objectives
   - Approach
   - Evaluation Design
   - Resources needed
   - Time Frame

2. **Find Funding Source**
   - Consult with ORSP specialist

3. **Do you qualify?**
   - RFP/Announcement
   - Guidelines
   - Limitations
   - Feasibility
   - Required expertise

4. **Begin Proposal Development**

**Proposal Development**
The Principal Investigator (PI)/Project Director is responsible for initiating the proposal development process, which includes a discussion with your Chair, Dean, and ORSP.

1. **Make Internal Contacts**
   - Discussion with Chair & Dean
   - Preliminary meeting with ORSP grant specialist

2. **Identify Requirements**
   - Proposal requirements
   - Budget requirements
   - Identify outside collaborators
   - Obtain internal commitments (i.e. cost share)
   - Establish submission timeline
   - Assign tasks (if team) to gather data, write sections, review drafts

3. **Develop Proposal & Budget**
   - PI/research team writes proposal
   - ORSP grants specialist drafts budget (in consultation with PI)

4. **Route Proposal**
   - PI submits final proposal to ORSP
   - ORSP routes for review & approval (Chair, Dean, Compliance, Risk, Finance, Provost)

5. **Submit to Agency**
   - ORSP submits on behalf of Institution

At least 7 days prior to deadline

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