

# GRANT PROCESS & MILESTONES

- **DR. STEVEN MOORE, DIRECTOR OF SPONSORED PROGRAMS**  
STEVE\_MOORE@REDLANDS.EDU | 909-748-8687
- **KATIE MILLSOM, ASSOCIATE CONTROLLER**  
KATIE\_MILLSOM@REDLANDS.EDU | 909-748-8146



## BULLDOG PROPOSAL DEVELOPMENT PROCESS



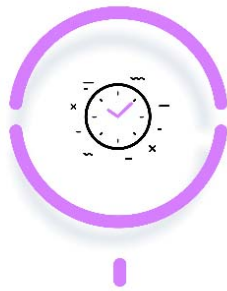
### Consult

Bring your proposal idea to the Sponsored Programs Office. Refine your project idea and find sources of funding.



### Develop

Write your proposal narrative. Receive feedback. Develop a project budget and justification. Assemble forms, letters, and other supporting documents.



### Route

Complete a proposal routing form and route the form, budget, budget justification, and project summary through the Sponsored Programs Office, a dean or the Provost, and the Vice President for Finance/Chief Financial Officer.



### Submit

Submit your proposal. Most proposals are submitted by the Sponsored Programs Office on behalf of the University.

## WHEN TO START

- Start early! A well-prepared, thoughtful proposal is more likely to be funded. A good proposal can take many months to a year to develop.
- Contact Steve Moore and Katie Millsom early on in your process so we can help you.

## THE PROCESS

- Work with Sponsored Programs to hone your idea and seek funding opportunities.
- Write a project abstract and start developing your project budget and budget justification.
- Carefully read proposal guidelines from identified funders. Note how your project proposal will be reviewed.
- Assemble all proposal elements, including the project description, budget, budget justification, biosketches, letters of support and other required documents.
- Route and submit your proposal.

VISIT [SITES.REDLANDS.EDU/SPONSORED-PROGRAMS/](https://sites.redlands.edu/sponsored-programs/) FOR FORMS AND OTHER GRANT-RELATED INFORMATION.

## KEY MILESTONES

### BUDGET APPROVAL

Sponsored programs must approve all proposal budgets to determine if expense categories (salaries and benefits, equipment and supplies, and contractors and consultants) are correctly calculated and indirect expenses applied. Also, a budget narrative must be approved that supports all project expenses with appropriate detail. We will help you complete templates provided by the funder or use one of our own budget and budget narrative templates.

### SUBMISSION APPROVAL

Proposals are submitted by Sponsored Programs on behalf of the University. Each proposal is routed through a Dean or the Provost, the Budget Office, and Vice President for Finance/CFO. Course releases and other institutional commitments must be approved prior to final submission.