

Initiating a Proposal Job Aid

This job aid outlines the steps for initiating a Proposal.

WHO:

- PI/Co-I
- MSUE Grant Services

WHEN:

- Initiating a Proposal

HOW:

1. Review sponsor solicitation:
 - Is MSUE eligible to apply?
 - Does the PI/project team have the necessary expertise and experience to implement the work?
 - Is there enough time to prepare the proposal? (Ideally 30 days before deadline, minimum 7 business days for low-complexity proposals)
 - Is the budget adequate to fund the work?
 - Do you have the necessary partners in place to do the work?
 - Consider project staffing
 - Are there staff with availability to do work during the project period?
 - Will you have to hire staff to do the project work?
2. Complete a [Proposal Form](#). This gives MSUE Grant Services the information necessary to review the sponsor solicitation and start the Proposal Document.
3. Determine if other staff are needed to assist with developing the grant: consider the narrative, workplan, evaluation plan and budget.
4. Review the Proposal Checklist provided by MSUE Grant Services.
5. Is this a limited submission opportunity? If so, see <https://vp.research.msu.edu/institutionally-limited-application-procedure>. Limited submissions means only 1 submission from MSU is allowed.
6. Develop a grant writing timeline; make writing assignments to proposal writing team.

RESOURCES:

- [MSU Library – Grant & Related Resources](#)
- [MSU Office of Research Facilitation & Dissemination – Assistance with proposal writing, editing, reviewing](#)
- [MSUE Organizational Development – Grant Trainings](#)
- [MSU Sponsored Programs Administration](#)
- Purdue Extension: Writing a Successful Grant Proposal
https://mdc.itap.purdue.edu/item.asp?Item_Number=EC-737-W#.VusZGFUrJhE