

Countdown to Proposal Submission:

Recommended Strategies for a Successful Proposal

As soon as you think you want to apply or *at least* 6 WEEKS!

Alert OSPRI of your intent to apply

Once you alert OSPRI of your intent to submit, their office will give you a series of deadlines to adhere to. At this point, be sure to alert your department admin as well!

Need help identifying a funding opportunity to apply for? Check out the UCCS "[Finding Funding](#)" page.

5 WEEKS!

Download the most recent budget form

Budget templates (and other forms!) are kept up-to-date on the OSPRI webpage. Be sure to download the most recent versions from the [website](#).

4 WEEKS!

Reach out to the RDC

The research development coordinator, in the Office of Research, is here to support all of your grant writing needs. [Learn more about the RDC and request support here.](#)

3 WEEKS!

Send draft budget and justification to OSPRI

Check online access to submission portal

For the OSPRI staff to have enough time to review your budget and provide feedback, be sure to send it early. This is a good time to ensure your portal accounts are set up and working.

2 WEEKS!

Finalize budget and justification with OSPRI

Get your routing form circulating

Finalizing your budget ahead of time will allow adequate time for the routing form to circulate.

1 WEEK!*

All final documents due to OSPRI for review

Your entire grant package, which includes all of your proposal documents and necessary forms, is due to OSPRI by **8 AM 5 business days** before the official submission deadline.

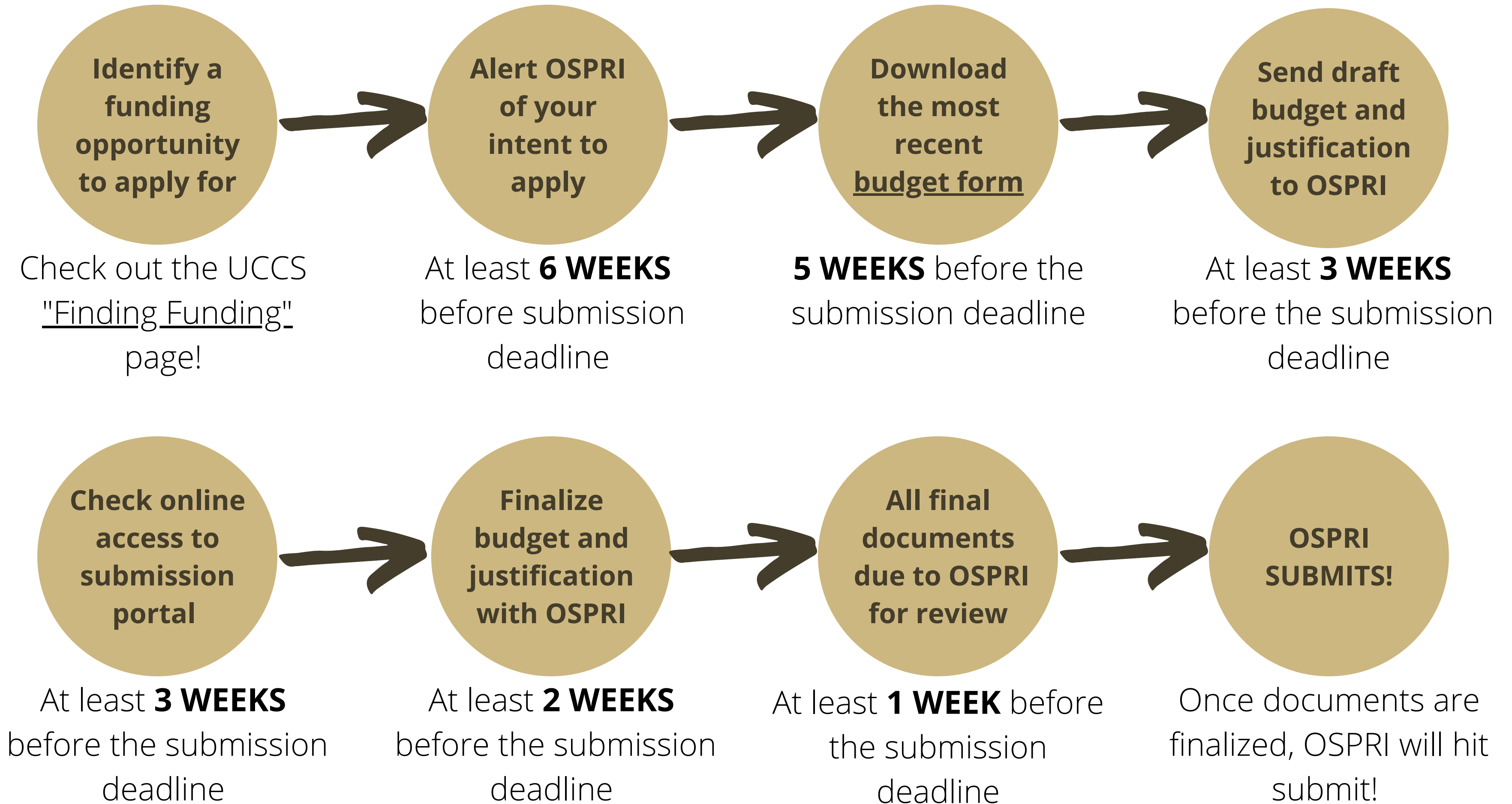
*This excludes holidays, so plan accordingly!

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OSPRI SUBMITS!

Once documents are finalized, OSPRI will hit submit and your proposal is off to the funding agency!

Proposal Timeline at a Glance



Selecting Funding

Start with an idea for a project

Jot down some ideas you'd like to explore. Develop a rough outline of the work and/or research questions you want to address



Determine your eligibility

Factors such as time as faculty member, years since PhD, previous funding, or limits to number of proposals per PI



Read the RFA

Determine if your research addresses the focus of the RFA. Also note important information such as length of funding, funding amount, F&A restrictions, etc.

Explore the review criteria

NSF: Intellectual Merit and Broader Impacts
NIH: Overall impact, Scored Review Criteria, Significance, Investigator(s), Innovation, Approach, Environment



Get Organized

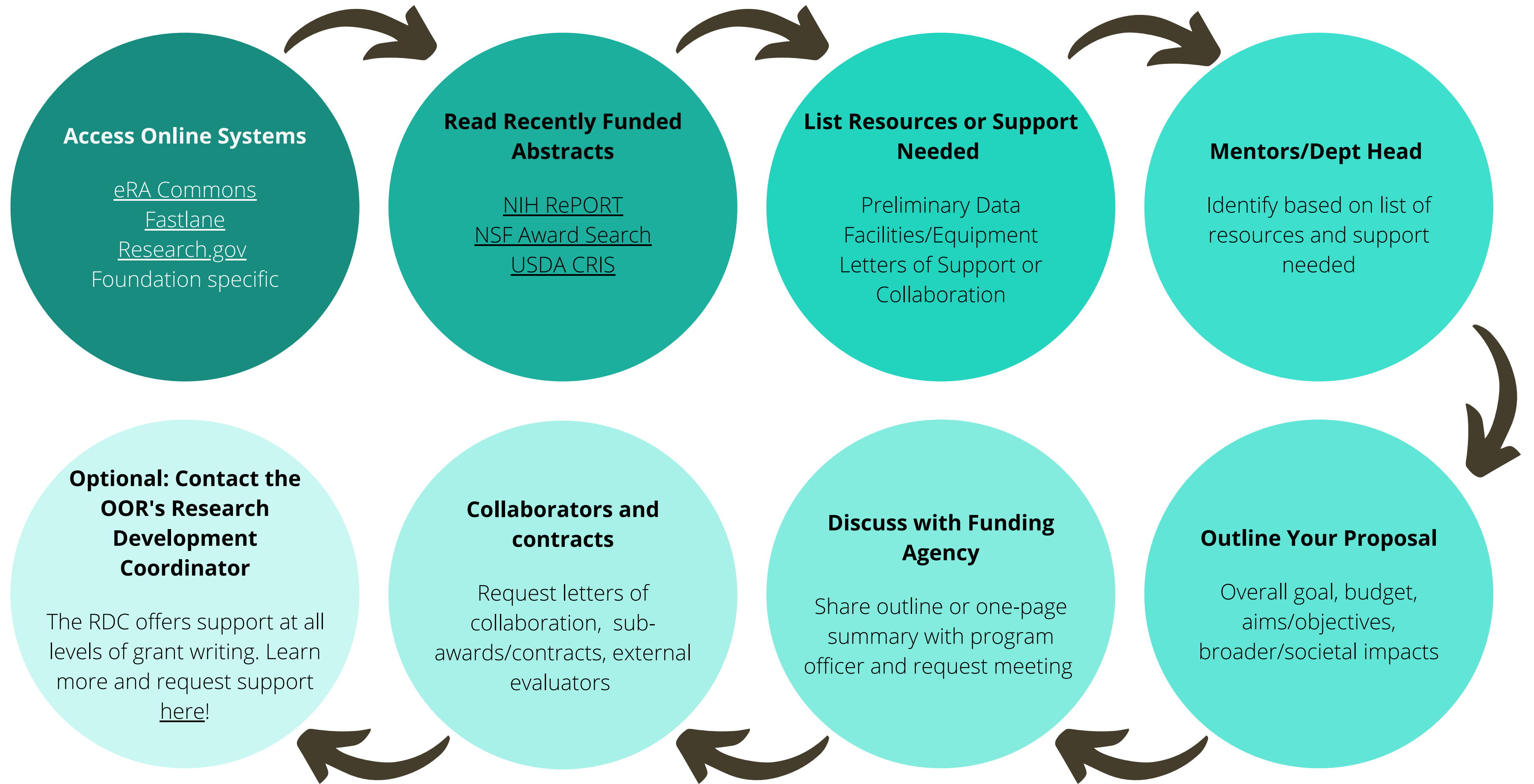
Start writing, get your letters of support, check out the [UCCS Grant Writing Toolkit](#) for templates and tools!



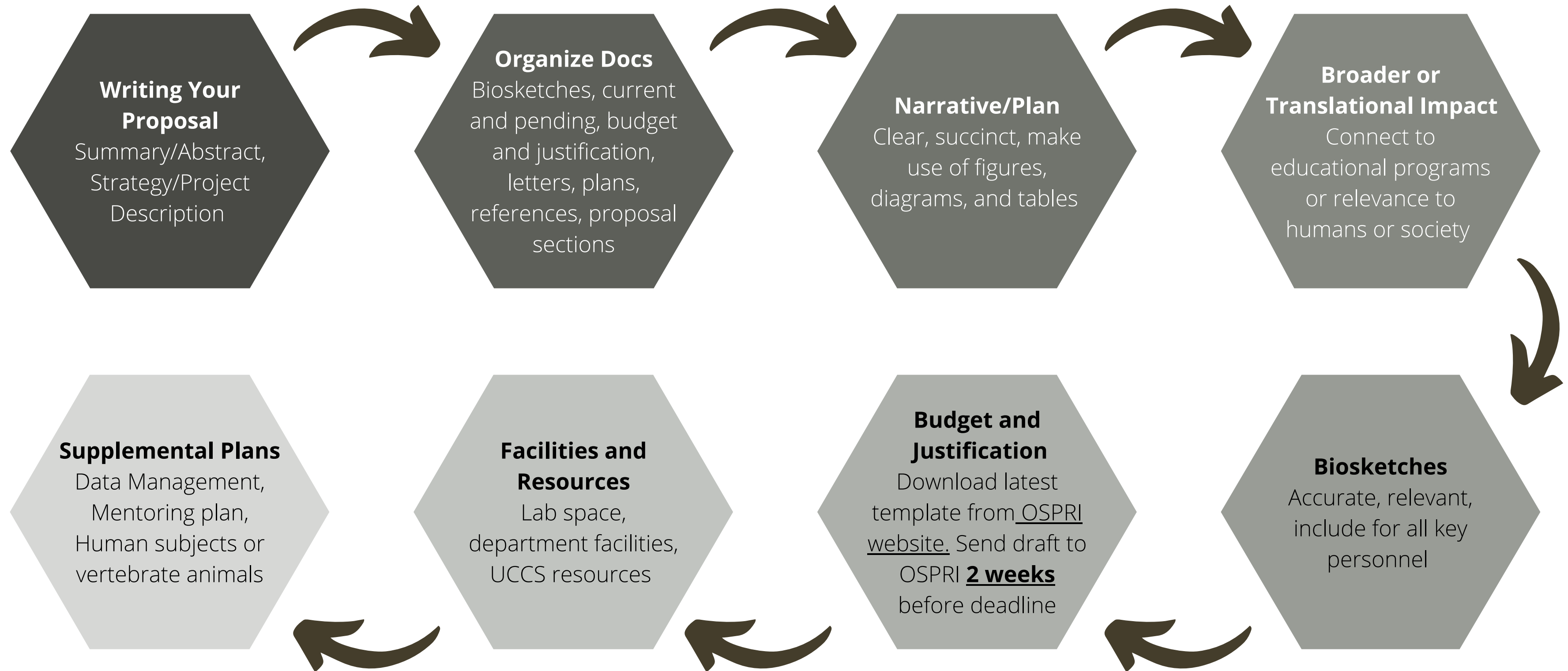
Check out the Research Development Coordinator

Dr. Kelly McNear is here to provide research and grant writing support. Request her assistance today.

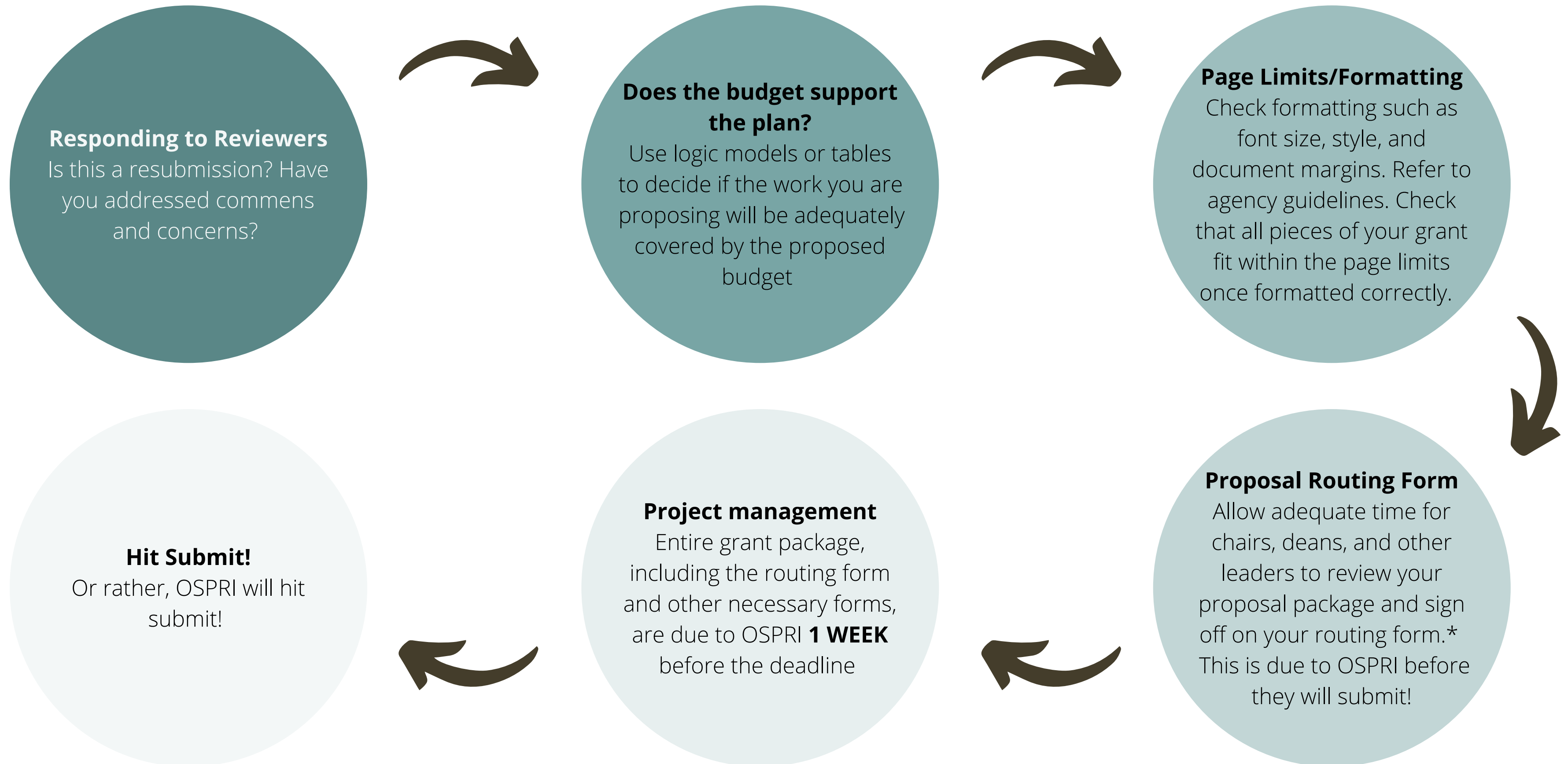
Getting Started with the Grant Writing Process



Overview of the Grant Writing Process



Final Steps of the Grant Writing Process



*Keep in mind that projects that involve curriculum, have matching funds, are over \$1mil, and/or involve research security can take longer for approvals.