

## PROPOSAL PLANNING OUTLINE

This brief outline shows the steps to be taken when preparing a proposal.

1. Conceptualize project
2. Search for and identify funding sources
3. Review funding agency's guidelines
4. (For help, contact your [Contracts](#) or [Grants Officer](#))
5. Collect or identify funding agency application forms and campus approval forms
6. Assemble project information and begin writing proposal
  - Establish timeline for project
  - Identify necessary staff and equipment
  - Draft proposal  
(see [Writing Tips](#))
  - Work with Department Administrator to develop budget for:
    - Grants and federal/state contracts
    - Other contracts
    - Clinical trials
  - Finalize statement of work and check [committee deadlines](#)
7. Identify regulatory and campus review requirements ([Animal/Human/Biosafety/Financial Disclosure](#))
8. Complete sponsor application and campus approval forms
9. Submit proposal package for administrative approval. Visit [ORA Hours & Mailing Address](#) for location.
10. Submit proposal to funding agency by deadline
11. Proposal/protocol review by campus committees
12. Check for [protocol decisions](#)