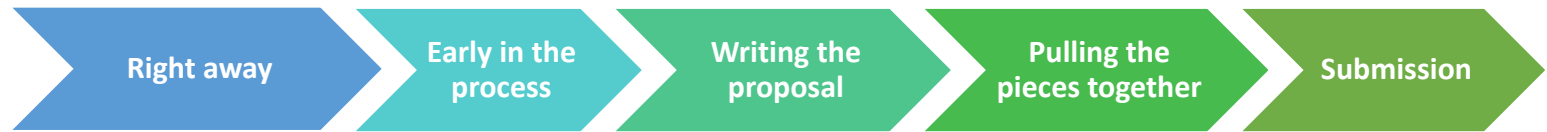


Writing a Funding Proposal / Full Version



	Right away	Early in the process	Writing the proposal	Pulling the pieces together	Submission
Timeline	4-6 (or more) weeks before due date	2-4 weeks before due date	All drafts to OGRD 10 business days before due date	All attachments to OGRD 5 business days before due date	1-2 business days before due date
PI (Project Director)	Engages with OGRD office Engages Chair/Dean in conversations about release time or overload for project personnel and potential matching funds	Completes <i>Institutional Approvals Form</i>	Writes <i>Project Narrative</i> Provides OGRD with budget line items and procurement costs	Collects <i>Letters of Support</i> , if needed Collects <i>Current and Pending Support Forms</i> and <i>Biosketches</i> from project personnel, if needed	
Working in Partnership	Strategize	Identify opportunities for matching funds, if needed	Write <i>Budget Narrative</i>	Final review and proofreading	
OGRD Pre-Award Team <i>Kristyl Riddle and Charlene Alspach</i> OGRD@ewu.edu	Creates individualized application checklist and narrative templates (with adequate notice)	Collects <i>Conflict of Interest Forms</i> and <i>Assurances Forms</i> from project personnel	Calculates salaries, fringe benefits, travel, and indirect costs for budget Finalizes <i>Budget</i> and <i>Budget Narrative</i>	Coordinates budget and legal pieces with any identified subawardees	Assembles and submits final proposal

Communication takes place frequently based on the scope of the project and the application requirements. OGRD is available to meet in person, on zoom, or by phone, and are always available by email during work hours. Documents can be shared and collaborated on via email, Google Docs, or OneDrive.