

# APPLICATION TO A GRANTING AGENCY

## PHASE 2: PREPARING AND SUBMITTING

Timeline: Phase 2 must start at least five (5) weeks prior to the agency deadline.

### Links

01

#### START THE PROCESS

- Contact Scientific Writer for grant proposal writing support (if needed).
- Contact Research Coordinator for budget development support.

[BUDGET TEMPLATE](#)

02

#### PREPARE THE APPLICATION

- Prepare all documents and forms required by the granting agency.
- Circulate the application to all co-applicants for review and approval, incorporating any feedback.
- Collect all required signatures from co-applicants (if applicable).

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03

#### SUBMIT FOR INTERNAL REVIEW

- Submit all grant application components to the Research Coordinator to initiate internal review\*.

*\*Proposals must be submitted a minimum of five (5) business days prior to the Grant Review Committee meeting.*

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04

#### GRANT REVIEW COMMITTEE MEETING

The Research Coordinator will circulate the grant application to the Grant Review Committee.

- Attend the Grant Review Committee meeting.
- Incorporate any feedback provided during the meeting, and resubmit grant application to Research Coordinator\*.

*\*One (1) business day is provided to incorporate any feedback.*

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05

#### APPROVALS

- VP, Research\* provides approval.
- CFO and CEO provide final approval and sign the application.\*\*

*\*Please allow one (1) business day for approval from the VP.*

*\*\*A minimum of five (5) business days is required for review and signatures from the CFO and CEO.*

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06

#### SUBMIT APPLICATION

- Submit all application materials to the eligible institution (if applicable).
- Submit all final application materials to the granting agency.

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#### NEXT STEPS

When the grant is awarded, proceed to "Approval for Funded Research Projects."

FUNDED  
PROJECTS

### SUPPORT AND RESOURCES

- Contact Scientific Writer for proposal writing support.
- Contact Research Coordinator for budget development support and/or additional support with the application process.
- Contact Manager to ask about obtaining proposal preparation support from a Research Analyst.