Office of Sponsored Programs

PRESENTS

“First... READ THE DIRECTIONS!”

Diane Spiller
Pre-Award Coordinator
Office of Sponsored Programs
The Office of Sponsored Programs assists faculty, staff, and administrators in seeking and securing external grants and contracts from foundations, corporations, and governmental agencies.

The first three steps to take when preparing a grant proposal....
Step 1

Read the ENTIRE Request for Proposals (RFP) or Request for Applications (RFA), noting questions you may have concerning the details or directions.
Consider the following:

• Letter of Intent (LOI) or Pre-Proposal required? By what date?
• Information Session or Q&A Webinar offered about funding opportunity?
• Funding opportunity offered to universities or to you as an individual?
• Enough time to complete the proposal 10-14 days PRIOR to the submission deadline?
• IN-KIND or CASH MATCH contribution required in the proposal budget? If so, discuss with your dean.
Consider the following:

• Fringe benefits of salaries allowable?
• Proposal require the participation of a consortium of entities? If so, allow time to contact them.
• Need a subcontractor to assist you?
• Letters of support required in submission?
• Formatting requirements met?
• Notice if Indirect Costs are discussed in the proposal.
• Find the individual’s name to contact if you have any questions regarding the proposal.
Meet with your department chair and dean to determine their interest in and support of your project.
Step 3

Contact **Diane Spiller** to read the proposal directions and assist you in the preparation and submission of your grant proposal!

Diane Spiller  
Office of Sponsored Programs  
101 Bridwell Hall  
diane.spiller@mwsu.edu  
397-4714
· Locate funding opportunities to fit your project needs
· Obtain proposal guidelines from potential funding sources
· Interpret proposal guidelines and identify strategies to meet guidelines
· Prepare project budgets
· Obtain resources on "How to Write Competitive Proposals"
· Locate interdisciplinary collaborators at MSU or elsewhere
· Critique and edit proposal text
· Determine optimal research designs, methods, sampling, statistical analysis, etc.
· Obtain outside reviews of proposals
· Submit proposals electronically
· Negotiate indirect cost recovery plans with MSU and with funding sources
· Locate other support that might be needed
· Prepare reports to funding sources after grants are received