

Proposal Development and Submission Timetable

We appreciate the opportunity to provide assistance with the development of your proposal.



Principal Investigator: _____

Project: _____

Agency/Sponsor: _____

Proposal Manager: _____ Phone: _____ Email: _____

PROPOSAL PRELIMINARIES

FIRST CONTACT WITH SPO: _____

SPO

_____ seek BSU approval for applications to foundations

Principal Investigator

_____ discuss proposal with department chair

_____ notify Dean's office

_____ confirm use of university services and personnel

_____ confirm use of Ball State facilities; disclose any construction needs

_____ confirm collaborations, subawards, or vendors

_____ contact program officer

_____ address compliance considerations

_____ address intellectual property potential

_____ **ALL PROPOSAL PRELIMINARIES COMPLETED** →

**YOUR
KEY
DATES**

PROPOSAL PREPARATION

FIRST DRAFT

_____ complete first draft of narrative

_____ complete first draft of budget

_____ **FIRST DRAFT OF NARRATIVE AND BUDGET TO SPO** →

SECOND DRAFT

_____ discuss first draft with proposal manager

_____ complete second draft of narrative

_____ finalize budget

_____ **MATERIALS TO SPO FOR CLEARANCE PROCESSING** →

7 calendar days prior to deadline

must include FINAL budget and second draft of narrative

FINALIZE PROPOSAL

_____ finalize narrative

_____ obtain supporting materials (letters of support, appendices, etc.)

_____ **ALL DOCUMENTS TO SPO IN FINAL FORM** →

3 business days prior to deadline

PROPOSAL SUBMISSION: _____

1 business day prior to deadline

AGENCY/SPONSOR DEADLINE: _____

See reverse side for notes on the above

NOTES

Proposal Preliminaries

SPO will seek internal BSU approval for applications to foundations. Occasionally Ball State University will seek the support of foundations for major institutional initiatives. Thus, we as a campus community must be strategic in our approach to any foundation so as not to find ourselves at cross-purposes with larger institutional goals. If you are interested in seeking funding from a foundation, SPO will make an internal inquiry on your behalf to determine if your proposal will conflict with any current or future institutional funding requests. We will notify you as to the results of our inquiry. In the majority of cases, we find that proposals from faculty and professional staff can indeed go forward. Occasionally we find that such proposals are asked to be delayed or are not appropriate; in such instances, we will work diligently to help you discover alternative funding sources.

Discuss proposal with department chair. Review proposed project with chair or supervisor to discuss your time and funding needs to complete the project, including any proposed use of your assigned research time or need for a course release. Chair may have funds available that can be applied to your project. Obtain verbal support.

Notify Dean's office. Email or call your dean or associate dean, as appropriate, to make him/her aware of your project. Indicate you have spoken to your Department Chair and let the dean know of any commitments that the Chair has made to the project. If appropriate, request any additional funds that might be available at the College level.

Confirm use of university services and personnel. Professional or technical services are often available at Ball State without charge to assist you in the completion of your project. SPO can provide initial guidance. Obtain verbal commitments.

Confirm use of BSU facilities; disclose any construction needs. Will the physical space you need to perform your work will be available to you when you need it? If modifications to existing facilities are required, a discussion between your chair or dean and Facilities Planning and Management is appropriate.

Confirm collaborations, subawards, or vendors. Make certain that all internal and external collaborators understand the scope of your project, their specific roles, the necessary time commitment, your overall timetable, and their level of compensation (if any). Letters of support from collaborators or partners may be required as part of the grant application package.

Contact program officer. Call, email, or visit the foundation or agency to discuss your project and ask any questions. SPO can offer guidance regarding which approach might be most suitable. Conversations with program officers are critical to the success of a proposal. Often a program officer will share insights which can bolster your chances of success. Your Proposal Manager is experienced in these matters and can be involved in this process.

Address compliance considerations. If your project involves human subjects (including survey respondents), animals, infectious materials, recombinant DNA, or creates a potential conflict of interest or conflict of commitment, you must obtain compliance approval. Contact Research Compliance (765.285.5070) to discuss your project if it includes any of the above elements.

Address intellectual property potential. Is the result of your grant a patentable or copyrightable work? Can the results of your work be marketed in the public or private sector? Works created within the scope of a grant fall under the purview of the university's patent and copyright policies. Creators and authors of new works share in any profits generated by marketable intellectual properties arising from funded research or a sponsored project. Please contact Michael Halbrook, Director of Technology Transfer, at 285-4900 or mlhalbrook@bsu.edu for advice and guidance. N.B.: Traditional scholarly publications of journal articles and presentations are outside the scope of this provision.

All materials to SPO for clearance processing (must include FINAL budget and second draft of narrative)

Ball State's Clearance Form for research and sponsored programs electronically collects authorizations from your chair, dean, and other administrators to assure that the commitments required by your project are clearly understood by all concerned. On this form, you will be asked to acknowledge any conflicts of interest, compliance issues, intellectual property potential, or construction issues pertaining to facilities; these initial acknowledgements constitute the first step of the overall disclosure process. In addition, you will be asked to certify that you agree to be responsible for several matters related to the project: its technical conduct, reporting requirements, award terms and conditions, and university policies as they relate to grants and sponsored projects. You will also be asked to certify that you are not delinquent on any federal debt and are eligible to conduct transactions with the federal government. The Clearance Form is initiated by SPO prior to proposal submission. You will receive an email containing information about how to complete this electronic form; the form is then automatically routed to collect the necessary additional authorizations. The form is for internal purposes only and will not be included with your application materials.

All documents to SPO in final form

In order to provide our highest level of service and support, we must have all your grants documents in hand, in final form, **no less than three business days prior to the proposal deadline.** In meeting this deadline, you assure the timely submission of your proposal. If you fail to meet this internal deadline, we will serve you as best we can, but cannot guarantee full support services, and in rare cases, it may not be possible to submit your proposal.