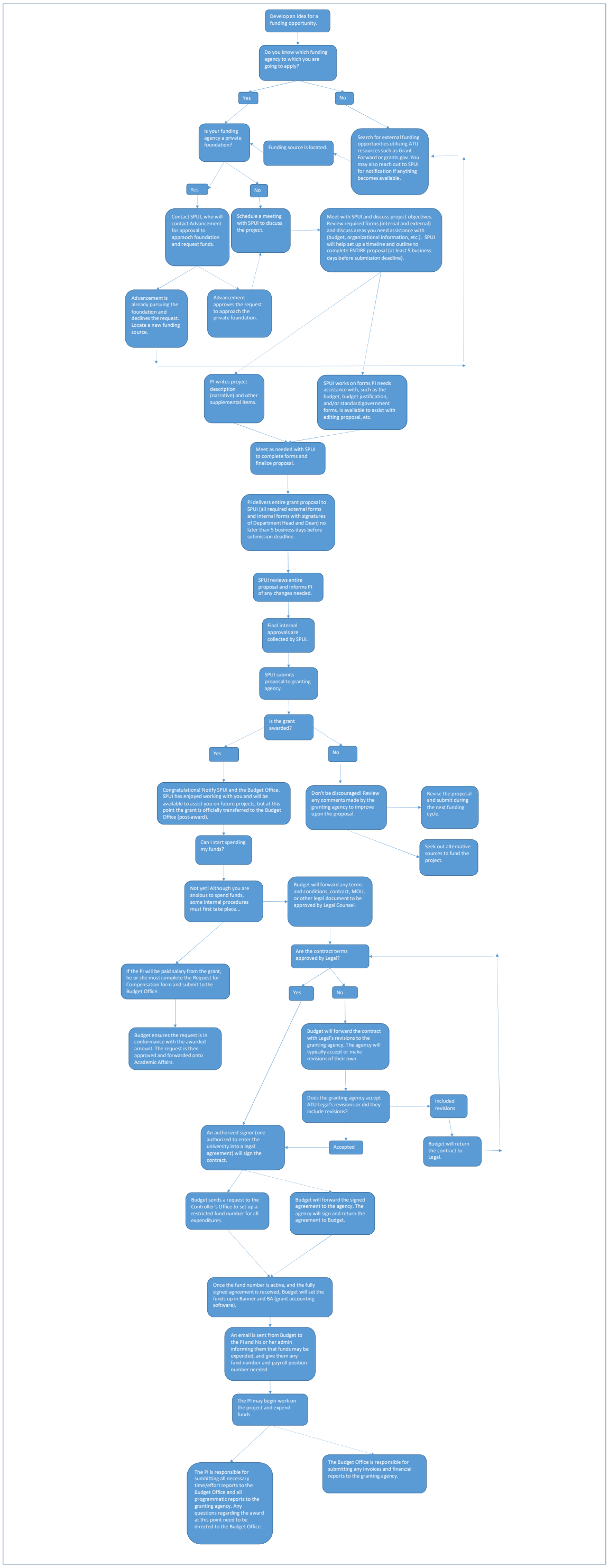
Develop an idea for a funding opportunity.
Do you know which funding agency to which you are going to apply?
Yes
No
Is your funding agency a private foundation?
Funding source is located.
Search for external funding opportunities utilizing ATU resources such as Grant Forward or grants.gov. You may also reach out to SPUI for notification if anything becomes available.
Yes
No
Contact SPUI, who will contact Advancement for approval to appraoch foundation and request funds.
Schedule a meeting with SPUI to discuss the project.
Meet with SPUI and discuss project objectives. Review required forms (internal and external) and discuss areas you need assistance with (budget, organizational information, etc.). SPUI will help set up a timeline and outline to complete ENTIRE proposal (at least 5 business days before submission deadline).
Advancement is already pursuing the foundation and declines the request. Locate a new funding source.
Advancement approves the request to approach the private foundation.
PI writes project description (narrative) and other supplemental items.
SPUI works on forms PI needs assistance with, such as the budget, budget justification, and/or standard government forms. Is available to assist with editing proposal, etc.
Meet as needed with SPUI to complete forms and finalize proposal.
PI delivers entire grant proposal to SPUI (all required external forms and internal forms with signatures of Department Head and Dean) no later than 5 business days before submission deadline.
SPUI reviews entire proposal and informs PI of any changes needed.
Final internal approvals are collected by SPUI.
SPUI submits proposal to granting agency.
Is the grant awarded?
Yes
No
Congratulations! Notify SPUI and the Budget Office. SPUI has enjoyed working with you and will be available to assist you on future projects, but at this point the grant is officially transferred to the Budget Office (post-award).
Don't be discouraged! Review any comments made by the granting agency to improve upon the proposal.
Revise the proposal and submit during the next funding cycle.
Seek out alternative sources to fund the project.
Can I start spending my funds?
Not yet! Although you are anxious to spend funds, some internal procedures must first take place...
Budget will forward any terms and conditions, contract, MOU, or other legal document to be approved by Legal Counsel.
Are the contract terms approved by Legal?
If the PI will be paid salary from the grant, he or she must complete the Request for Compensation form and submit to the Budget Office.
Yes
No
Budget ensures the request is in conformance with the awarded amount. The request is then approved and forwarded onto Academic Affairs.
Budget will forward the contract with Legal's revisions to the granting agency. The agency will typically accept or make revisions of their own.
Does the granting agency accept ATU Legal's revisions or did they include revisions?
Included revisions
Budget will return the contract to Legal.
An authorized signor (one authorized to enter the university into a legal agreement) will sign the contract.
Accepted
Budget sends a request to the Controller's Office to set up a restricted fund number for all expenditures.
Budget will forward the signed agreement to the agency. The agency will sign and return the agreement to Budget.
Once the fund number is active, and the fully signed agreement is received, Budget will set the funds up in Banner and BA (grant accounting software).
An email is sent from Budget to the PI and his or her admin informing them that funds may be expended, and give them any fund number and payroll position number needed.
The PI may begin work on the project and expend funds.
The PI is responsible for sumbitting all necessary time/effort reports to the Budget Office and all programmatic reports to the granting agency. Any questions regarding the award at this point need to be directed to the Budget Office.
The Budget Office is responsible for submitting any invoices and financial reports to the granting agency.