![Maxwell | Syracuse University]

Grant Application Workflow

Points of Contact for Proposal Development and Submission

- Each Maxwell unit, whether academic department or research center/institute, has one or more staff members ready to help you with research-related administrative processes, answer questions, and connect you to additional resources. If you are unsure who to work with, please contact Jill Ferguson (jsfergus@syr.edu), director of the Maxwell Research Office.
- The Syracuse University Office of Sponsored Programs (OSP) oversees the preparation and submission of research proposals and the management of externally funded research and scholarly projects. OSP Research Administrators are authorized institutional representatives for submitting proposals and executing awards on behalf of the University. Caroline McMullin (cmcmulli@syr.edu) is Maxwell's OSP Research Administrator. Please contact your departmental research administrator and Caroline as soon as you have identified a potential funding opportunity so they can help you navigate the forms that need to be completed and the OSP process and internal due dates for proposal submission.
- Corporate and Foundation Relations oversees proposal development to foundations, corporate, or other non-public sources. Executive Director Gary Grizadas (gsgirzad@syr.edu) supports most social science and humanities submissions.

Identifying Funding Opportunities and Determining Fit

- Up-to-date lists of fellowships and grants in the social sciences and humanistic social sciences are posted on Maxwell Research on Answers (under Funding Your Research). Also check out SU Humanities Research Development (under External Support).
- Scholars should also search Pivot, the most comprehensive online database of funding sources available. Access is free via your SU email account. A tutorial is available on the Office of Research Presentations and Trainings page under "Developing a targeted funding search with Pivot" (2/14/2021).
- For guidance identifying funding opportunities, tailoring your search, assessing the best funding opportunity for your project, and creating a multi-year research funding plan, reach out to Jill Ferguson (jsfergus@syr.edu), director of the Maxwell Research Office.

Theoretical Timeline

Note: Some grant opportunities (e.g., center grants, multi-PI grants, grants involving community engagement) can require planning and institutional investment starting 1-2 years in advance of the deadline.

Proposal Development and Submission Checklist

Step 1: Make a Plan
3-6 months in advance for institutional award; 6 weeks in advance for individual grant or fellowship

☐ Review funder's request for proposals (RFP) in full and determine eligibility.
☐ Determine whether the award mechanism is institutional or individual; if you are unsure or have any questions at this point, feel free to contact Jill Ferguson, director of the Maxwell Research Office.
☐ Write to your departmental research administrator (DRA) in Maxwell, sharing a brief synopsis of the project and the RFP.
☐ Schedule a meeting with your DRA to discuss your project's fit with the funding opportunity; confirm eligibility; and review the RFP and application requirements, submission processes, sponsor forms, institutional templates, and ideal timeline for proposal development and submission.
- For an institutional submission, review the SU OSP internal deadlines for budget development and pre-submission review.
- If the initial funding opportunity is not a good fit, contact Jill Ferguson, director of the Maxwell Research Office, to identify alternative sources of funding.
☐ For an institutional submission, your DRA will email Caroline McMullin in the Office of Sponsored Programs (OSP) to apprise her of your intent to submit. Your DRA will serve as your liaison with Caroline/OSP through the application development and submission process.
☐ Commit to devoting adequate time to develop a competitive proposal.

Step 2: Develop Proposal

☐ If a budget is required, provide your DRA with an estimate of project activities and associated costs in your mutually preferred format (e.g., email, Word doc, OSP budget template [under QUICKLINKS]). Your DRA will prepare a preliminary budget using the OSP budget template to share with you and Caroline/OSP for first-round review.
☐ Draft and gather requisite proposal components (e.g., project description, project summary, biosketch(es) or CV(s), resources statement).
☐ Request letters of support or commitment and/or references, as required.
☐ Send working materials to your DRA, as applicable, and meet to discuss and integrate feedback.
☐ Discuss with department chair and associate dean for research any potential teaching release or research leave needs, as applicable. Forward email documentation to your DRA.
☐ Apply for research leave, if applicable.

Step 3: Finalize and Submit

☐ Make final revisions to proposal components and send to your DRA for final review.
- If well in advance of the sponsor's submission deadline, your DRA will provide a close review and final editorial suggestions.
- If within 1 week (no fewer than 3 business days) in advance of the sponsor's submission deadline, send final materials to Caroline/OSP for final review in addition to your DRA.
☐ For an individual submission, submit your complete application according to the sponsor's guidelines and share a copy of the submitted application with your DRA and Caroline/OSP.
☐ For an institutional submission, review and approve the SU Institutional Routing and Review (IRR) form that will come via email from your DRA to you, your department chair, your center/institute director (if applicable), and Maxwell's associate dean for research. Your DRA will track and submit all approvals to Caroline/OSP.

Step 4: Follow-up

☐ Inform your DRA of the result as soon as you receive notification, whether funded or not funded.
☐ If awarded (congratulations!), contact your department chair and associate dean for research to facilitate research leave or teaching release approval, if applicable. Forward email documentation to your DRA.
☐ If not awarded, request reviewer feedback and/or follow-up with the program officer if the funder allows. Consider meeting with Jill Ferguson, director of the Maxwell Research Office, to assess resubmission priorities and/or identify alternative sources of funding.