Grant Application Workflow

A note on timing: 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.

Key units or personnel involved in grant preparation may include:
- The Office of Research which includes research development specialists (RD contact) as part of Proposal Support Services.
- The research administrator from the Office of Sponsored Programs who oversees the preparation and submission of research proposals on behalf of Syracuse University. A Research Administrator is assigned to each department on campus, and Ross Gullo (rgullo@syr.edu) supports most arts and humanities submissions.
- Corporate and Foundation Relations oversees proposal development to foundations, corporate, or other non-public sources. Executive Director Gary Grizadas (gsgirzad@syr.edu) supports the majority of arts and humanities submissions.

If you do not have a grant or fellowship identified, or need assistance finding the best fit for your project:
- Up-to-date lists of fellowships and grants for humanists are posted each semester on the Humanities Research Development under news; also check out "Funding your research" on the Office of Research website.
- Scholars should also search Pivot, the most comprehensive online database of funding sources available. Access is free with a SU email account and resources are available on the Office of Resource Presentations and Trainings Page under "Developing a targeted funding search with Pivot" (2/14/2021).
- You may consult the lists of individual and institutional funding opportunities in the humanities and creative works available on the Hall Center for the Humanities (Kansas University) website.
- Please reach out to Sarah Workman, assistant director of research development (humanities), at srworkma@syr.edu for guidance identifying funding opportunities, tailoring your search, assessing the best funding opportunity for your project, and creating a multi-year funding and research plan.

Step 1: (Pre-proposal) Make a Plan!
3-6 months in advance for institutional proposal
6 weeks in advance for fellowship

Scholar	RD contact
☐ Reviews funder's request for proposals (RFP) in full and determines eligibility. ☐ Writes to RD contact (srworkma@syr.edu for arts and humanities) or find your RD contact under Support by School and College) and shares brief synopsis of the project, timeline (including where Scholar is in the project), timeline, and RFP.	☐ Schedules meeting to assess project's fit with funding opportunity (if not a good fit, will work with Scholar to identify alternative sources of funding), review RFP and grant or fellowship application components, strategies for drafting and supplementary materials, and ideal timeline.

☐ Commits adequate time to develop a competitive application—3-6 months for institutional grant and 6 weeks for fellowship application. The more time the better. ☐ Reviews application timeline, checklist, and templates from RD contact. ☐ Applies for research leave, as required. A&S leave forms may be found on Answers.	☐ After meeting, follows up with realistic timeline, including internal deadlines, for grant/fellowship development. ☐ Provides checklist of all grant/fellowship components. ☐ Drafts and shares templates of key narrative components as needed. ☐ For institutional submissions, writes to grants administrator from the Office of Sponsored Programs to apprise them of intent to submit and confirm eligibility. RD contact serves as Scholar's liaison through the application development and submission process.

Step 2: Develop Proposal

Scholar	RD contact
☐ Drafts and gathers requisite proposal components, e.g., project description, abstract, supporting materials ☐ If a budget is required, provides RD contact with an estimate of project activities and associated costs in whatever format is preferable (e.g., email, word doc, OSP budget Template available under QUICKLINKS) ☐ Sends working materials to RD contact for feedback, as applicable, and meets with RD contact to discuss and integrate feedback. ☐ Requests letters of support, commitment, and/or reference, as required. ☐ Completes requisite compliance forms sent by research administrator. ☐ Completes research leave request, as applicable. ☐ Writes to chair and Associate Dean of Research to request support for potential teaching release or research leave, as applicable.	☐ Reviews application components and provides feedback on draft materials. ☐ Prepares preliminary budget and shares with Scholar and research administrator for first-round review and compliance check. ☐ If institutional submission, together with RD contact, keeps research administrator apprised of application progress; research administrator sends required compliance paperwork, including a Financial Conflict of Interest (FCOI) statement and an Intellectual Property Agreement (IPA).

Step 3: Finalize and Submit

Scholar	RD contact
☐ Makes final revisions to proposal components and sends to RD contact for final review. ☐ E-signs Institutional Routing and Review form (IRR), unless fellowship is awarded directly to individual. ☐ For individual awards, Scholar submits via email and shares copy of submitted application with RD contact. ☐ For institutional grants, Scholar sends final version of all required materials to RD contact & research administrator 1 week (no less than 3 days) in advance of deadline.	☐ If Scholar submits final materials (ready to submit) well in advance of the agency deadline, RD contact provides close review and final editorial suggestions. ☐ If Scholar submits final materials (ready to submit) 1 week (no less than 3 days) prior to deadline, provides final review of all components and formatting support before sending to OSP and helps facilitate final institutional review and approval (institutional proposals) or direct submission to the agency either on behalf of Scholar or by Scholar directly (individual grants and fellowships). ☐ For institutional proposal, prepares Institutional Routing and Review form (IRR) for signatures from key project personnel, chairs, and ADRs, and emails for e-signatures *in advance of deadline*.

Step 4: Follow Up

Scholar	RD contact
☐ Tells RD contact the result as soon as Scholar receives notification (if not an institutional submission, the RD contact would otherwise not know!) ☐ If awarded an individual fellowship or grant, writes to chair and Associate Dean of Research to facilitate research leave request, as applicable. ☐ If not awarded, requests feedback, if the agency allows.	☐ If not successful, shares result with communications team members. ☐ If the application was not successful and the Scholar receives feedback from the agency, meets with Scholar to analyze feedback and strategizes on resubmission plan. ☐ If the application was not successful and the Scholar does not receive feedback from the agency, meets with Scholar to assess resubmission priorities and identify alternative sources of funding, as relevant.