

## STEPS TO APPLY FOR EXTERNAL GRANTS

1. Begin by consulting the university guidelines for grants. Please review the following two links as the university has developed strict guidelines for all grant applications that we must follow.

<http://www.vanderbilt.edu/foundation-relations/facultyandstaff.php#approval>

<http://www.vanderbilt.edu/foundation-relations/grantwriters-toolkit/contents-of-proposal.php>

2. Contact the dean as soon as you consider writing a proposal. Please provide the following information:
  - Name of funding agency;
  - Program name and/or number (if applicable);
  - Deadline for submission;
  - Approximate dollar amount of proposal;
  - Any special circumstances or requests surrounding the project/proposal.

The dean will provide comment and guidance for next steps.

3. After contacting the dean and receiving approval to move ahead on your grant proposal, consult with the business officer to receive guidance on university procedures for budget building and keep the business officer apprised of the project throughout your grant application process. The business officer is available to assist in the creation of the budget and development of the budget narrative.
4. The following grant amounts should follow the correct funding approval route

For grant applications above \$100K, applicants must contact Kitty Norton in the Development and Alumni Relations office for guidance.

For grants above \$25K, applicants must submit their proposal to the Institutional Planning Committee for review. The Institutional Planning Committee will analyze the impact on the school's resources, provide feedback for improving the proposal, keep track of all proposals to make sure that a potential funding source is not receiving more than one proposal at a time, and offer guidance on potential synergies within the school/university.

For grants below \$25K, applicants must discuss with the dean.

5. Once the proper channels have been followed, consult the second link in step 1 to help guide building your application in concert with the guidelines provided by your potential funding source.

6. Before a grant is submitted, the proposal, budget and budget narrative must be uploaded into COEUS, the grant reporting module for the Office of Sponsored Program Administration. Contact the business officer who can facilitate this process.