



Steps In Submitting External Funding Proposals Checklist

- Step 1:** Contact your Program Administrator (PA), the Financial Administrator (FA), and Grant/Contract Administrator (GA) at the UMaine Office of Research and Sponsored Programs
- PA contacted FA contacted GA contacted
- Step 2:** Make review appointments early (This is important!)
- PA ok FA ok Executive Director ok
- Step 3:** Develop your proposal outline based on the Request for Proposals (RFP)
- Step 4:** Write your proposal and budget draft
- Step 5:** Secure letters of commitment from project partners when required and/or appropriate
- Letters obtained
- Step 6:** Solicit and incorporate feedback on your draft proposal and budget from team members, partners, your Program Administrator and the Financial Administrator.
- PA feedback confirmed FA feedback confirmed
- Step 7:** Check that your proposal meets all of the funding agency's requirements and compile the proposal application (including all supporting documentation and forms)
- Step 8:** Submit final proposal and budget for UMCE & ORSP review and approvals
- PA approved FA approved Dean approved ORSP approved
- Date: _____
- Step 9:** Submit by proposal deadline (see funding agency specifications for form of delivery and dates)
- Step 10:** Manage your grant once it is funded.
- ◆ Learn and understand financial management within the PeopleSoft system

For more detail, go to <http://plugged-in.umext.maine.edu/grants/default.htm>