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