

Grant Process for CACSI Faculty

westga.edu/cacsi
westga.edu/orsp

Step 1: Complete a Project Concept Form

The PI (Principal Investigator--the person with an idea for a grant project) should fill out a Project Concept Form. This will let the Office of Research and Sponsored Projects (ORSP) know that you're thinking about grant funding. These should be submitted as early as possible.

Step 2: Identify a grant that fits the need of the project

The PI will work with the ORSP Pre-Award Coordinator, Dixie Curley, to identify a grant that fits the needs of the project. The Request for Proposal (RFP) is available on the funding agency website.

Step 3: Pre-Proposal/Letter of Intent Routing Form

If there is either a Pre-Proposal or Letter of Intent grant submission requirement, the PI will fill out the Pre-Proposal/Letter of Intent Routing Form with as much information as possible, sign the form, and submit to the ORSP along with a letter of interest and any other information required by the sponsor.

Step 4: CITI training/Significant Financial Interest Form

The PI and all grant personnel will complete the CITI training in Conflicts of Interest in Research (must recertify every 3 years) and a Significant Financial Interest Form. If the PI believes there is a significant financial interest involved in the research, they must complete a Financial Conflict of Interest Disclosure Form.

Step 5: Checklist of Sponsor and Internal Requirements

The ORSP Pre-Award Coordinator, Dixie Curley, will email the PI with a checklist of sponsor and internal requirements for the grant. Faculty, Department Chair, Associate Dean, and Dean will be included in this email.

Step 6: Associate Dean Input

The corresponding Associate Dean, Clint Samples (Arts and Humanities grants) or Sharmistha Basu-Dutt (Science, Math, Technology, and Social Sciences grants), will follow up with PI and all grant personnel via email and include Program Coordinators and Department Chairs to be included in all future conversations. In collaboration with ORSP, the Associate Dean will offer assistance with budget, requirements, compliance questions, etc. All parties will be updated on the progress of the grant at regular intervals.

Step 7: Request for Institutional Support

The PI will request institutional support (course release, service contracts, matching funds) and any cost sharing. The PI must include the Program Coordinator, Department Chair, and Associate Dean in the communication.

Step 8: Deadlines for Review

- Program Coordinator and Department Chair Review: PI will email the grant proposal and supporting documents (budget and budget narrative) to the Program Coordinator and Department Chair *twelve business days* before the deadline. Refer to the ORSP website to get institutional information and learn budget basics.
- Associate Dean Review: PI will submit the grant proposal and supporting documents (budget and budget narrative) to the Associate Dean *ten business days* before the deadline. For grants requiring Dean's Office level letter of support, PI will work with the Associate Dean to get the Dean's letter at this time.
- ORSP Review: The PI will submit the grant proposal and supporting documents (budget and budget narrative) to ORSP *five business days* before the deadline.

Step 9: Routing

ORSP completes a review of the grant proposal and initiates routing and other required forms (along with the final grant proposal) to be signed by the PI, Department Chair, and Dean.

Step 10: Final Submission

ORSP submits the final grant proposal to the funding agency on behalf of the PI.