Procedure for Proposal Preparation at Pitzer College

All proposals for external Federal, State or Local government funding are required to be reviewed and submitted through the Pitzer College Office of Sponsored Research.

1. Identification of a funding opportunity
2. Reading and Understanding the funding opportunity guidelines
3. Contact the Pitzer Office of Sponsored Research for guidance and assistance regarding the funding opportunity, budget and submission process.
4. Writing the Proposal
	* Free online course for the Foundation Center for reference: <http://foundationcenter.org/getstarted/tutorials/shortcourse/index.html>
	* Follow the proposal application preparation instructions carefully.
	* Note the page limitations and font size requirements
	* It is a good practice to ask someone to read through your proposal for readability.
5. Prepare the proposal budget. The Office of Sponsored Research will help with this preparation.
	* The budget will need to be reviewed and approved by the Pitzer Treasurers Office
	* At this time the person to review the budget is Lori Yoshino
6. Fill out the Pitzer College Proposal Approval Form.
	* The form must accompany a final copy of the proposal that is forwarded to the Sponsored Research Office for approval and submission
	* The proposal will not be submitted until the Dean of the Faculty or Associate Dean of the Faculty signs off on the proposal form.
7. Submission of the proposal
	* The proposal will be submitted by the Office of Sponsored Research
	* Most proposals are submitted electronically, either through Grants.gov portal or through the National Science Foundation Fastlane Portal.
	* Electronic notifications will be sent to the Office of Sponsored Research to validate that the proposal has been received and picked up the corresponding funding agency.
	* If the submission is hard paper copy we have to take into consideration mailing or FedEx time for delivery.

**Some things to think about**

* Read solicitation thoroughly and carefully.
* Notify the Sponsored Research Office representative of our grant submission as early as possible, even if you are uncertain as to whether or not you will submit.
* Complete Budget, Budget justification, bio-sketch and other documents early, to allow more time to concentrate on narrative sections of the proposal
* Our goal is to submit the complete the full proposal three (3) days before deadline.
	+ Even though the electronic submission can send the proposal quickly it is not a good idea to leave the submission process to the last few hours before the deadline.