

External Funding Application Guidelines SUNY Potsdam

The purpose of these guidelines is to provide faculty and staff who are creating proposals for external funding with the optimal opportunity for a successful submission. This includes providing ample time for the proposer to prepare the documentation and meet with appropriate personnel, including the Research and Sponsored Programs Office (RSPO) and the proposer's chair/dean, to provide ongoing feedback and support. Also integral to this process is the assurance that any requests for institutional commitment (e.g., space, release time, in-kind costs, etc.) can be supported.

Though not inclusive to all steps in the grant-writing process, these guidelines include the following:

- As soon as the proposer makes the decision to develop a grant proposal, the proposer is to ***immediately*** contact the Research and Sponsored Programs Office (RSPO), and forward to the Office copies of the Request for Proposals or grant criteria. If the grant guidelines are available electronically, a link to those guidelines should be shared with RSPO.
 - It is also recommended that the grant guidelines are shared with the proposer's department chair (or direct supervisor) at the same time.
- As soon as possible, the proposer should meet with RSPO staff to review the RFP to determine the feasibility of pursuing the grant and identify ways in which the Office will be involved with the submission process.
- As soon as the proposer has decided to apply for the grant, but before work is initiated on the full proposal, the proposer is encouraged to meet with the department chair/supervisor to discuss ways in which the department can support the proposer and to ensure that any institutional commitments to be included in the budget are fiscally feasible for that department.
- If the grant includes new equipment, technology, and/or impacts on facilities, the proposer should contact Facilities and/or CTS before the proposal is finalized in order to ensure that the campus can accommodate the proposed requests and that the budget includes any support needed related to these areas.
- Before the grant proposal is finalized, it is recommended that the proposer updates the dean (or director) regarding the proposal.
- In order to guarantee enough time for final review and to collect required signatures, it is highly recommended that ***at least two weeks prior to the due date for submission*** of the full proposal, the proposer should circulate the Proposal Clearance Form (signature form) with the completed proposal to the Director of RSPO as well as the appropriate Department Chair, Dean, Provost, VP for Business Affairs, and President as indicated on the Form. It is the proposer's responsibility to secure these signatures. The Form is available through the Office of Research.
 - The College President is required to sign off on any proposals submitted by any faculty/staff. Therefore, proposers that do not circulate their completed proposals at least two weeks prior to the proposal deadline run the risk of having their proposals not submitted on time.
- The Proposal Clearance Form, with all signatures, and a full proposal must be returned to the RSPO before the proposal can be submitted to the granting agency.

These guidelines do not apply to internal grants.

Please note: Before initiating any grants from foundations of non-profit agencies or corporations, please contact RSPO as these grants may be handled through Advancement.

These Guidelines are in effect November, 2017