Are you faculty member at NAU and want to submit a grant proposal? Here are some tips:

1. Start early! Grant proposals often take much more time and effort than people realize.

2. Search for a funding announcement via PIVOT and other resources. Links are on the Office of Sponsored Projects website: [http://nau.edu/Research/Grants-Contracts/External-Funding-Sources/](http://nau.edu/Research/Grants-Contracts/External-Funding-Sources/)

3. Once you find a funding announcement you are interested in applying for, read the announcement very carefully. Specific instructions are strict and this is very important such as what type, font, margins, page limits, budget info, etc.

4. Contact Bob Trotter and/or Christine Smith in the Office of the Vice President for Research: Robert.Trotter@nau.edu, Christine.Smith@nau.edu. They will mentor you and help you refine the sections of your proposal.

5. Start a Cayuse SP proposal as soon as possible. This will help the Office of Sponsored Projects to be aware of your proposal and have time to assist you in the development and submission of your proposal. If you need help, contact your College’s Grant & Contract Administrator or call the front desk 523-4880.

6. Make a list of documents you will need for the submission. This will help you know what is needed for the proposal and will help keep you on track.

7. If you have collaborators, work with them early to obtain the necessary documents (subrecipient documents, letters of support, biosketches, etc.) and coordinate activities.

8. Notify your department Chair or Director of your plans to submit a proposal. Your Chair and Dean will need to approve your proposal in Cayuse, so you don’t want them to be surprised when the Cayuse approval is routed to them for review and approval.

9. Allow at least 1 week for Cayuse approvals and OSP review. More than likely, minor changes will need to be made and this will allow sufficient time to make the changes and finalize all of your proposal materials.

10. Be available and check your email often the week of submission. You don’t want the submission to be held up because your Grant & Contract Administrator cannot get a hold of you for a small change or a question.

11. Celebrate! After the submission, take a breath and celebrate for a job well done.