



**Model for Decentralizing Grant Proposal Development and  
Grant Project Implementation  
Prepared by the Office of Academic Affairs  
Revised July 30, 2003**

**Preliminary Grant Information Form Stage**

- PI completes “GRANT PROPOSAL PRELIMINARY INFORMATION” form and has dialogue with Director/Dean
- Director/Dean approves form and gives go-ahead for full proposal development

**Proposal Stage**

- PI works with Grants Officer or Director/Dean to develop proposal and budget
- Director/Dean issues final approval of proposal and budget and notifies Vice President that proposal is ready for submission
- PI transmits proposal to Grants Officer
- Grants Officer gets signed approval of President (if required)
- Grants Officer submits proposal to funding agency.

**Pre-Award Stage**

- Funding agency notifies Grants Officer/PI that funding has been approved
- Grants Officer notifies Director/Dean, Vice President and Financial Services/Grant Accountant
- Vice President notifies President of funding approval.

**Post-Award Stage**

- Grants Officer, PI and Grants Accountant develop implementation schedule for financial management of grant
- PI implements project, submitting quarterly progress updates to Director/Dean, Vice President and Grants Officer.