

Davidson College Office of Grants and Contracts – PROPOSAL SUBMISSION

Proposal timeline:

- Six months prior to submission date:** Discuss proposal with Office of Grants and Contracts (OGC) ([mamuchane@davidson.edu](mailto:mamuchane@ davidson.edu)) and agree on timeline and milestones. Contact program officer to discover current funding priorities. Contact collaborators and institutional partners.
- Six- three months prior to submission date:** Review solicitation announcement and funding agency guidelines thoroughly for forms, content, formatting and merit review criteria. **Work** on first draft.
- Two months prior to submission date:** Meet with OGC to: review first draft of proposal, budget, and budget justification (equipment, travel, materials, personnel -- PI(s), students, collaborators, other institutional partners); determine institutional cost-share or matching needs; identify compliance requirements for Human Subjects, Animal Use and Care in Research, etc. Request letters of support and/or commitment. Ask peers and faculty outside of field to review proposal, and make changes to the proposal based on feedback.
- One month prior to submission date:** Approvals for institutional cost-share or matching finalized. Letters of support and/or commitment received. OGC reviews proposal.
- Two weeks prior to submission date:** Final changes.
- Seven-four days prior to submission deadline:** Submit final proposal in collaboration with OGC.

NOTE: OGC does not submit proposals within 24 hours of the submission deadline.

