Franklin College REST Pre-Award
Proposal Submission Quick-Reference Guide

The Franklin College Research Enterprise Support Team (REST) Pre-Award team recommends reaching out regarding new grant proposals as early as possible. Some proposals include exceptions to UGA policies (such as PI/Co-PI, Co-I eligibility policy, cost share, export control, etc.). It is UGA SPA policy that proposals with exceptions be ready for submission **10 days** in advance of the due date. If these requirements are not met, the proposal may not be submitted on time. This illustrates the importance of starting the proposal process early!

Step 1: Identify Funding Opportunities
The first step in the proposal submission process is to identify a funding opportunity! An excellent resource for identifying funding opportunities is the PIVOT website. Individual sponsors such as the National Science Foundation (NSF), National Institutes of Health (NIH), NASA, and National Endowment for the Arts (NEA), among many others, have databases full of funding opportunities. You can also visit the REST Pre-Award Faculty Resources webpage that houses links to funding opportunities or email the REST Pre-Award team directly.

Step 2: Submit the REST Proposal Intake form
Once the funding opportunity is identified, please complete the REST Proposal Intake form. Intake form results are routed directly to REST Pre-Award where a team member is promptly assigned to your proposal with details in-hand.

Step 3: REST Pre-Award will reach out to PI
Once the REST Proposal Intake form is received by REST, a team member will review the funding opportunity and contact you with a personalized proposal checklist. REST Pre-Award can also create all necessary entries in the UGA Grants Portal and sponsor's submission platforms.

Step 4: Proposal Preparation and Development
REST Pre-Award will work with you every step of the way on identifying, creating, and reviewing required documents for your proposal. The REST Pre-Award Faculty Resources webpage contains checklists, templates, and more that can assist with proposal preparation. Feel free to reach out to fcpreaward@uga.edu with any questions or guidance.

Step 5: A REST or SPA DLSA will submit the proposal
Once REST Pre-Award confirms the proposal meets sponsor requirements, documents can be submitted to the sponsor by a UGA AOR (Authorized Organizational Representative) or Franklin College DLSA (Decentralized Limited Signatory Authority). When submitting to restricted sponsors (NASA, DOD, etc.), only UGA SPA has the authority to submit. In those cases, it is important to notify REST and SPA early so they can work together to submit the proposal.

All proposals for external funding <u>must be</u> reviewed, documented, and submitted by an Authorized Organizational Representative. This also applies to student proposals that can be submitted directly to the sponsor. REST must be notified of the proposal in order to submit or there is a risk of losing the funding, if awarded.