Grant Proposal Submission Process
at Coastal Carolina University

You have an idea for a project...

Contact
**Office of Research Services**
for assistance in obtaining:
- Funding sources
- Grant writing workshops
- Feedback on your proposal narrative

Speak with your chair about your proposal

Select a FUNDING source.
Be sure to check:
- Eligibility
- Applicability
- Due dates

Speak with a program officer at the funding agency

Prepare your proposal. Contact the **Office of Research Services** for any assistance with your proposal and/or budget

Work concurrently with the **Office of Research Services** if your project involves:
- Human subjects (IRB)
- Animals (IACUC)
- Export Controls (for International travel or collaborators)
- Responsible Conduct of Research Training
- Intellectual Property

Completed proposals, supporting documents, and any additional college administrative forms must be delivered to the **Office of Research Services** at least 5 business days before the sponsor’s deadline.

The **Office of Research Services** uploads your proposal electronically into the grantsERA system

Administrators (e.g., department chair, dean, Provost) approve your proposal electronically through grantsERA

The **Office of Research Services** reviews the completed proposal and assists with correcting any problems

The **Office of Research Services** submits the proposal to the Grant Agency