## Steps in Developing a Proposal

How can the Office of

**Sponsored Programs Help? Getting Started** Steps in Developing a Proposal OSP can meet with you to discuss Start by identifying your ultimate your project idea, connect you with goal, reviewing literature, consulting Develop a Project Idea collaborators, and identify the with experts/potential partners, and relating your idea to a purpose. types of projects sponsors support. OSP can meet with you to discuss Determine the need, significance, your project idea, and discuss how and potential outcomes of the Focus the Project Idea you can focus your idea to match project. Who/what will be the priorities and scope of funding. impacted by your project? Identify measurable objectives and **Move from Concept to** OSP can meet with you to discuss the activities/methods needed. your project plan and provide **Planning** Coordinate with collaborators and examples of funded proposals. develop a project timeline. OSP can help you identify existing Assess the level of support needed to execute your project. **Identify your Needs** resources, personnel, and facilities, as well as determine What are your existing resources, and what do you still need? what needs a sponsor can provide. OSP may suggest specific Contact OSP to discuss potential **Find Potential Sources** sponsors for your project or direct funding sources, both internal and you to resources to find funding, external. Utilize funding search such as PIVOT, GRC, listservs, etc. resources to find sponsors. OSP will identify the documents Develop the required proposal required for submission and **Develop a Proposal** components. Have colleagues, establish a proposal timeline. both in and outside of your field, OSP will help develop the budget. review your proposal. **Submit Your Proposal to** Work with OSP to complete and Once all internal approvals are finalize all required proposal complete, and all final proposal the Sponsor for components. Route proposal for documents have been received, **Consideration of Funding** required internal approvals. OSP shall submit on your behalf.

Need Help? Contact OSP's Pre-Award Team at proposal.development@wku.edu or 270-745-4652