

Grant Process Flow Chart

1. Identify a funding opportunity.
 - a. TTUHSC InfoReady website with many funding opportunities is located here: <https://ttuhsc.infoready4.com/>
 - b. Search your professional organizations and <https://www.grants.gov/>
2. Once a funding opportunity has been identified, please contact Jason Glikas (Research Administrator) at the Center for Nursing Research (CNR) at jglikas@ttuhsc.edu.
**The CNR can help you identify potential grant team members with matching expertise to help you with your proposal if needed.*
3. Once a team is assembled, you will need to provide the CNR with the following information:
 - a. *Official title of the project*
 - b. *Who is the Primary Investigator (PI)?*
 - c. *Who are the other key personnel and what will their roles be in the project?*
 - d. *What is the FTE % of effort for each person on the project?*
 - e. *Will there be administrative costs? If so, what are they and how much?*
 - f. *Will there be equipment and/or supply costs? If so, what are they and how much?*
4. ALL PROPOSALS, regardless of the amount of award money and whether or not they are a federal or a private grant, must go through the Office of Sponsored Programs (OSP) for review before they are submitted. The CNR will assist in preparing your proposal in the Cayuse system so that it can go to OSP for review.
 - a. *Please contact the CNR as early as possible to help assist in the development of your proposal. The CNR needs to have at least 3 weeks before the proposal submission deadline in order to adequately assist you in the development of the proposal in the Cayuse system to submit to OSP for approval.*
 - i. *Texas Senate Bill 17 limits diversity, equity and inclusion activities. As a result, every grant proposal is reviewed by Climate and Culture to ensure that proposals are in accordance with this state law.*
 - ii. *If your grant proposal addresses ANY of these issues, the proposal will need to be submitted with adequate time (typically 2-3 weeks before OSP submission) for review and approval as an extra step in this grant proposal process.*
 - iii. *The proposal narrative submitted to Climate and Culture can be in draft form during this particular review process.*
 - b. *All proposals must be submitted to OSP 1 week before the proposal submission deadline to ensure adequate time for review and edits. This timeline is essential because OSP always requires revisions to proposals and these revisions can often require significant amount of work.*
 - c. *In the event that your timeline is tighter than the 3-week window, please contact Jason Glikas at the CNR to discuss possible options and feasibility.*