



## STEP 1: Getting Started

- Meet with Rider Director of Sponsored Programs and Research to develop a plan and time-line for your submission and define roles and responsibilities
- Before* beginning your narrative and budget, if your proposal requires the following elements, **seek direct guidance from your Dean and a Grants Officer** before proceeding with your application:
  - Development of a new course or curricular changes.
  - Scholarship support for students
  - Use of space on campus (e.g. office space, storage for new equipment, use of theatre, etc.)
  - University-level partnerships across Divisions
  - Institutional Cost-Share (including commitments involving the Financial Aid Office)
- If your proposal requires internal collaboration across departments or divisions, plan to hold a meeting with key stakeholders including your Dean, to plan proposed activities.
- If your proposal does not involve elements listed above, share your intent to develop a grant project with your Department Chair and Dean and proceed to Step 2.

## STEP 2: PREPARING FOR RIDER'S GRANTS APPROVAL PROCESS

- Download funding opportunity specific checklist and follow steps for the specified opportunity
- No less than two weeks prior to submission**, share draft narrative and budget with your Chair and Dean for feedback if proposal requires elements listed above.
- No less than ten business days prior to the submission deadline**, provide the Grants Accountant with a budget for circulation with the Rider Grants Approval Form.
- No less than five business days prior to the submission deadline, provide Director of Sponsored Programs and Research with the final research proposal for review.
- 48h prior to submission deadline work with Office of Controller to submit the application.

**NOTE: OSPR will provide you with your link to the shared drive folder to upload documents. Please upload all documents for review to the appropriate folder. Do not email your documents to avoid delays.**