Grant proposal best practices

WID internal deadline: 3 days prior to sponsor deadline. This allows us to review and format proposals and get them routed and submitted without errors or major stress.

Hints & Tips:

- Always let me know when you are planning any type of submission – there is no such thing as too early.
- Internal (campus) competitions generally do not require that proposals be routed through my office
  - Please still let me know of your plans (best way is to send PDF or link for program guidelines)
    - I can review guidelines to ensure there are no internal limits (i.e., per department)
    - If David needs to endorse or sign, he needs time for review
    - If there is a departmental limit, he may need to decide how to make a selection if that number will be exceeded.
  - Please provide me a complete copy of your proposal after submission; if you are funded, this can be helpful as you receive your award
  - I can provide assistance with budgets
- Letters of intent and many smaller programs may not appear to need campus approvals or budgets
  - In most cases, some kind of institutional approval is actually needed for all proposals
    - Even if the program doesn’t require a budget, UW requires an internal budget attached to the WISPER record for review
  - Letters of intent THAT DO NOT REFERENCE BUDGETS OR DOLLAR AMOUNTS can generally be submitted directly by the PI without any routing/approvals
    - In some cases, institutional approval is needed for Letters of Intent
    - This is where giving me early access to the guidelines can help – I can review the guidelines and catch requirements that might be easy to miss