

## GRANTSEEKING PROCEDURES

If you have a project idea that requires external funding, please follow these three easy steps:

### Step 1

Talk to your colleagues, your department chair, and others in your professional network to see if your project idea is feasible and aligned with the University mission and priorities (see links below). It would be helpful if you prepare an outline of your idea including timelines and a cost estimate. If you have not identified a funding source, you may want to begin looking for funding sources. Please click on the Resources link for helpful ideas.

[Valparaiso University Mission Statement](#)

[Valparaiso University Strategic Plan](#)

Please contact the Director of Sponsored and Undergraduate Research early in the proposal development process to discuss ideas, deadlines, potential funding sources, and any other relevant information that will maximize efforts and minimize last minute delays.

### Step 2

Begin to write your proposal and prepare the budget as soon as possible. It is important that you have your colleagues, those familiar and unfamiliar with the project, read the proposal before it is submitted. Ask them to specifically focus on content and clarity and be sure to provide them with the program guidelines required by the funding source. Please welcome constructive comments that you receive from your colleagues who participate in this informal review. This is your opportunity to edit material that the funding source might misconstrue, misread, or misunderstand.

If requested in a timely manner, the Director of Sponsored Research will proofread your proposal, check your budget, review the guidelines, or provide any other assistance that may be required.

### Step 3

Make appointments with the appropriate people to discuss your proposal. In all cases, proposals should be reviewed and approved by the Chair of your Department and must be approved by the Dean of your College or the appropriate administrator for your Department. If a project requires a significant commitment of University resources, ongoing conversations with the University administration should begin early in the proposal development process.

Approximately two weeks before the submission of a proposal, a final draft of the proposal should be circulated on campus with the [Grant Proposal Approval Form \(XLS\)](#). The GPAF requires six signatures: Department Chair; the appropriate Dean, Associate Provost, or Vice President for non-academic areas; the Accountant/Grant Specialist, Michelle Scott, in the Finance Office; Assistant Provost and Sponsored Research Officer, David M. Owens, or the Foundations and Corporations Coordinator, Kathy Groth (OIA); the Provost and Executive Vice President for Academic Affairs, Mark Schwehn; and the Vice-President for Administration and Finance, Charley Gillispie.

Office of Sponsored and Undergraduate Research - Valparaiso University  
If concerns are identified during this internal review process, you will be asked to address these before the proposal is submitted to a funding source. Please make sure that you allow sufficient time to secure required signatures taking into account travel schedules and other possible conflicts. Please note that if you engage the appropriate people with the project early in the development process, this is not likely to occur.

Important Links:

[Grant Proposal Approval Form \(XLS\)](#)

[Indirect Costs Policy](#)

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