FIND FUNDING
The Office of Research and Office of Corporate & Foundation Relations offer direct links to various internal and external funding sources and opportunities that support faculty, staff, and students who are engaged in research and program development. They also provide assistance in locating funding sources for your project/program.

DEVELOP PROPOSAL
The Principal Investigator (PI)/Project Lead is responsible for the proper technical conduct of the project or program; compliance with the terms and conditions of the agreed-upon terms of the research/project; management of funds within the approved budget; and administration of the project according to the agreement/contract and award guidelines.

PROPOSAL DEVELOPMENT PROCESS | FLOW CHART
PRE-AWARD

1. FIND FUNDING
   - Problem/Need/Gap in Service
   - Goals
   - Objectives
   - Approach
   - Outcomes/Impact
   - Resources Available/Needed
   - Time Frame
   - Consult Grants Officers: Chris Wilkes, Government Sources Brian Hess, Private Funding Sources (e.g., Foundations/Corporations)
   - RFP/Announcement
   - Guidelines
   - Limitations
   - Feasibility
   - Required Expertise

2. DEVELOP PROPOSAL
   - Get to know funder
   - Determine how much they will invest in your project
   - Identify Budget requirements
   - Identify Key contacts
   - Determine whether ‘good fit’

Thoroughly Read Guidelines
- Coordinate contact with University Grant Officer
- Discuss project/program with program officer
- Ask for assistance; draft review
- Inquire about how decisions are made and time frame
- Find out budget requirements

Contact Funders
- Identify critical resources needed
- Determine equipment needs
- Determine space needs
- Obtain commitments from project participants (cost sharing, etc.)
- Assign tasks (if team) to gather data, write sections, review drafts
- Establish Submission Timeline

Identify Requirements
- Self-review
- Peer Review: technical experts, scientific experts, etc.
- Grants Officer review: editing, formatting, assurance that application guidelines and requirements have been met.

Develop Proposal & Budget
- If institutional commitments, such as personnel, facilities, equipment, technology, or other resources (such as a match), are required, then the application will be routed to the appropriate VP for approval.
- Dean/director/center or institute director/president’s approval are obligatory
- Human Subjects: Institutional Review Board (IRB)
- Animal Use: Institutional Animal Care & Use Committee (IACUC)
- Environmental Health & Safety
- Conflict of Interest
- Intellectual Property
- Technology Transfer

Review & Edit
- Grant Officer (the Authorized Institutional Officer) will provide final review and submit on your behalf.
- Submit electronically or by post; include required attachments (e.g., financial statements, board roster, University budget, 990, etc.)
A substantial percentage of grant awards go through some degree of negotiation and revision before the award is made. When a funder decides to support a project, it may fund the project at a different level from that requested. The funder may also request changes in the proposed work or in the services provided by the project.

**RECEIVE AWARD**

- Notification is sent
- Agreement/Contract may accompany award notification
- A meeting of PI/team may need to take place if award negotiation is needed:
  - Issues with administration of project
  - Unreasonable time expectations/delivery of results
  - Budget reductions
  - Changes in University policies
  - Work with Grant Officer to remediate potential problems
- Legal review (if needed)
- Submit/return signed agreement or contract (if necessary)
- Temporary Restricted Account creation - work with Grant Officer to distribute to appropriate offices

**Award Notification**  
**Project Management Meeting**  
**Review, Sign & Return Agreement/Contract**  
**Establish Grant Account**

**Start Project**
- Manage project according to grant proposal and agreement
- Manage research/project activities
- Adhere to financial expenditures
- Hire additional staff (if part of grant)
- Request budgetary changes (if needed)
- Initiate sub-awards, if necessary
- Purchase Equipment/Supplies

**Reconcile Accounts & Write/Submit Reports**
- Identify types of required reports and deadlines
- Work with Grant Officer to assure compliance with funder’s expectations
- Reconcile accounts with grant accountant
- Request budget adjustments (if necessary)

**Close Grant Account**
- Work with Grant Officer/Grant Accountant to close out grant account
- Submit final reports to funder
- Perform required activities with regard to publishing, reporting, etc.

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**GRANT OFFICERS**

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