

# PREPARE & SUBMIT A PROPOSAL

Vermont State Colleges Office of Sponsored Projects

## Step 1

### Inform Your Institution and Office of Sponsored Projects

Complete [Form A: Intent to Submit](#) as soon as possible. This provides basic information about the proposal and gets routed for institutional approval. It also provides a heads up to the VSC Office of Sponsored Projects that a proposal is in the works. If your proposal involves a course release, you need to talk to your chief academic officer at this point.

## Step 2

### Develop Proposal and Budget

The Office of Sponsored Projects can supply you with [resources](#) (boilerplate language, DUNS and EIN numbers, etc.) needed to complete your proposal. We can also help develop a [budget](#), provide feedback, and assist with non-technical editing if you'd like. If your proposal involves research on human subjects, talk to your institution's IRB.

## Step 2a

### Complete Research Compliance Requirements (If applicable)

Research proposals require extra steps. Take the [CITI training](#) on Financial Conflicts of Interest in Research. Complete [Form D: Conflict of Interest Disclosure](#). If applicable, also complete [Form E: Significant Financial Interests Disclosure](#).

## Step 3

### Get Approval to Submit Proposal

When your proposal is ready, submit [Form B: Budget and Compliance Review](#). This gets routed to your institution's approving officials and to the VSC Office of Sponsored Projects for review, so the form should be submitted at least two business days before the proposal is due. \*

## Step 4

### Submit Proposal

Once the proposal has received approval, it can be submitted to the funder. Some funders require that an authorized official submit a proposal, so discuss with the Office of Sponsored Projects who will be responsible for the submittal. If you submit the proposal yourself, send a copy to the Office of Sponsored Projects.

\* Proposals requesting over \$750,000 per fiscal year or \$350,000 in match per fiscal year also require approval by the VSC Board of Trustees; the Board only meets quarterly, so these proposals need significantly more lead time.