Pre-Award Process

Office of Grant Resources
Mission

To support faculty and staff in securing external funds from public and private agencies. Emphasis is placed on securing external funds to achieve the University's priorities. Our Office supports the contract and grant writing activities of the faculty and staff through all stages of the project - from the initial planning through project completion.
Office of Grant Resources
Support Services

- Promote the development of proposals
- Liaison
- Technical assistance in proposal development
- Proposal submission (paper and electronic)
- Dissemination of materials: paper-based as well as electronic information about funding opportunities
Pre-Award Process

Step 1. Project Idea

Step 2. Discuss Idea and Get Approval

Step 3. Identify Funding Source

Step 4. Proposal Development

Step 5. Proposal Review and Approval

Step 6. Proposal Submission
Pre-Award Process

Step 1. Project Idea

- Develop an original idea
- Document the need
- Do a literature search
- Develop project goals and objectives
- Draft the concept paper or preliminary proposal
- Identify potential collaborators or partners
Pre-Award Process

Step 2. Discuss Idea and Get Approval

Those who wish to apply for grant funding should consult their Department Chair and the Dean of their College (or appropriate Vice-President) before beginning the process of preparing a grant proposal.
Pre-Award Process

- TAMIU Pre proposal Authorization Form

This form must be completed as a preliminary step to submitting a proposal or request for external funding. Your project needs to be approved by the Department Chair, the College Dean and Provost.

Texas A&M International University
PRE-PROPOSAL AUTHORIZATION FORM

1. Title of Proposal/Project: ________________________________

2. Name of Principal Investigator: ____________________________

3. Name of Funding Source/Agency: __________________________

4. Briefly summarize the purpose of the proposed project:

5. Details of Project/Proposal:
   - Total Amount of Grant (estimates) $________________________
   - Cost-Sharing Required: [ ] Yes  [ ] No
   - Details of cost sharing:

6. Term of Grant: ________ to __________

Principal Investigator Signature ________________________________ Date __________________________

Pre-Proposal Approval Signatures: The aforementioned proposal has been discussed and approved for further development and submission.

Department Chair ________________________________ Date __________________________

College Dean ________________________________ Date __________________________

Provost ________________________________ Date __________________________

NOTE: If the proposed project contains Human and/or Animal Subjects, please contact IRB representative Dr. Dora Rosenow at Ext. 2576 for information regarding IRB issues.

Once approved by all parties, as indicated above, forward the completed form to the Office of Grant Resources, ML 312.
Pre-Award Process

3. Identify Funding Source

The OGR can assist you in your search for funding sources. There are a number of sources that provide information about funding opportunities. A link of funding sources have been made available to you in OGR web page.

http://www.tamiu.edu/gradschool/grant
Pre-Award Process

Step 4. Proposal Development

- Project Narrative
- Budget Preparation
- Final Approval & Signature
- Submission
Pre-Award Process

- **Project Narrative**
  - **Follow the Guidelines!!!!**
    The Guidelines will advise you on the number of pages and format that the agency wants you to follow when presenting the project’s information.
  - The OGR can provide you with the technical assistance in developing your application.
  - **Keep in mind the due date** for submission of the application and **allow enough time for revisions!!!!**
Pre-Award Process

- **Budget Preparation**
  - Follow the instructions given in the guidelines!
  - Consult with the OGR when preparing your budget.
  - Provide a copy of your budget to the Office of Budget, Payroll, Grants & Contracts (BPGC) for review and comments.
  - Allow enough time for revisions.
Pre-Award Process

- Authorization Form

Once the proposal is fully developed, the "TAMIU Authorization Form" needs to be completed. Support from the OGR and OBPGC is contingent upon submission of these forms.
Pre-Award Process

- **Cost Sharing Statement Form**

  - This form must be completed to provide information about the institutional commitment to the project. Any in-kind or cash match funds to be used for the implementation of proposed project needs to be reflected using the form.
Pre-Award Process

- **Significant Financial Interest Certification Form**
  - All proposals need to include this form to address any significant financial interest involved in the proposed project.
  - If the project is approved, then this form needs to be updated on a yearly basis.
  - The original copy will go to the BPGC office.
Pre-Award Process

- Submission
  Federal agencies have adopted a government-wide electronic submission process. Most applications require now electronic submission. Paper submission is only allowed if the option is given by the funding agency. The request for application will indicate this option.

- Agency Peer Review

- Award...?
  - Yes - Coordinate with the Budget, Payroll, Grants and Contracts Office
  - No - Contact the agency’s Program Officer and request the comments of the Peer Review Committee in order to strengthen the proposal based on their comments and try again in the next competition cycle.!!!!
Any questions?
Director of Grant Resources
Cristina Hernández
Office: KL 332
Phone Number: (956)326-3026
Email: chernandez@tamiu.edu

Grant Resources Support Assistant
Cindy Robison
Phone Number: (956)326-3025
Email: crobison@tamiu.edu

http://www.tamiu.edu/gradschool/grant
PROPOSAL DEVELOPMENT IS A TEAM EFFORT…
WE ARE HERE TO ASSIST YOU!!!

“Together we achieve the extraordinary”