

Submitting Your Proposal for Funding – What You Need to Know

All proposals submitted by faculty or staff for external funding must be reviewed, approved and signed by the Research Office before submission to the sponsor. PI's are encouraged to submit draft budgets and other proposal materials to the Research Office for early review. For assistance developing your proposal or any other questions about applying for funding, contact Susan Gomes, sgomes@uri.edu or 4-5857. For assistance with your budget, contact your College's Business Manager or Franca Cirelli, franca@uri.edu, or 4-5891.

Before Developing your Proposal

- **Check to see if the proposal you are applying for is a limited competition.** Read your program announcement carefully to determine if there is a limit on the number of proposals per institution that can be submitted. Occasionally, only a limited number of proposals may be submitted by the University. If it is a limited competition, you may need to submit a preliminary proposal to Karen Markin, Director of Research Development. Please call Karen for details (4-5971). You can also check the Research Office website for listings of all limited competitions <http://www.uri.edu/research/tro/>.
- **Check your program announcement to see if your program requires “matching funds” or cost sharing.** This means that you will be required to submit evidence of either “in-kind” support or a cash match by the University. If your grant requires a cash match, contact Karen Markin, Director of Research Development, Research Office at kmarkin@uri.edu or 4-5971.
- **Check to see if your Department or College has their own requirements for proposal submission and/or approval.** Please note that some Colleges have their own internal requirements for proposal review and submission. Please check with your Department Chair to see if additional requirements exist.

Two weeks before your deadline

- **Make an appointment to have your proposal and budget approved for submission.** Call Franca Cirelli of the Research Office for an appointment at 4-5891.
- **Gather all signatures for proposal approval**
 1. These signatures are gathered on the “Internal Proposal Transmittal Form”. Download the internal proposal transmittal form from the Research Office website using this link: <http://www.uri.edu/research/tro/intransform.pdf>
 2. Fill out the form using the instructions provided. Instructions for the form may be downloaded from the Research Office website using this link: <http://www.uri.edu/research/tro/twtwo.pdf>
 3. Get the signatures of all Principal Investigators, the chairperson and the dean. If more than one department or College is involved, then you must get the signatures for **all** department chairs and deans*. This can be time consuming. Call ahead to see if people are available for signing.
 4. Bring your signed internal proposal transmittal form, the original proposal and three copies to the Research Office for approval.

*In addition, the dean's office must fill out the **Facilities and Administrative Revenue Distribution/Cost Sharing form**. You can download the form from the Research Office website using this link: <http://www.uri.edu/research/tro/farcsf.pdf>. Any questions regarding this form should be directed to Eileen Tobin, Director, Grants and Contract Accounting, 4-4908.