Crean College of Health and Behavioral Sciences
Chapman University

External Proposal Submission Information

Guidelines

Please adhere to the following Crean College guidelines when submitting a proposal to an external funding source through Chapman University.
Once you have identified a funder, carefully read the program requirements and guidelines to ensure the following:

1. You meet the University criteria for PI eligibility & funder eligibility requirements;
2. Your proposal would be eligible for funding;
3. You have the time and expertise to write a competitive proposal;
4. You have a track record of peer reviewed research in high quality journals in the area of proposed research;
5. You have access to the physical infrastructure required to complete your proposed work.

If you have questions about your eligibility, please contact Alisz Demecs (demecs@chapman.edu), or the Office of Research and Sponsored Program Administration (ORSPA) who will assist you in this evaluation.

After you have determined that you meet the above requirements, please complete the Notice of Intent to Apply for External Funding (ITA) form located on the Office of Research and Sponsored Program Administration (ORSPA) webpage.

Please enter the email addresses of your Chair, Program Director & Dean on the appropriate ITA form fields. If the Chair or Program Director and / or the Dean are not included on the form, Crean College requests that ORSPA return the ITA form for completion.

ORSPA recommends a minimum of 3-8 weeks to draft your entire proposal; however larger collaborative proposals or proposals from first time submitters may take significantly more time.

Department Routing Instructions

Proposals require institutional signoff (*proposal routing form*) before they are submitted. The Dean's Office at Crean College requests a copy of your final proposal package no less than **three (3)** business days prior to final submission by ORSPA.

Please submit routing form, final budget and draft narrative, highlighting the inclusion of any School resources or cost sharing (in-kind or cash) to your **Chair or Program Director** and to the **Dean**.

For more information on University procedure regarding the grant submittal process visit ORSPA's *Getting Started Instructions*.

After Submission

Please e-mail the Dean and your Chair or Program Director & the Office of Research and Sponsored Programs Administration if your proposal has been reviewed and also provide the status of your proposal (e.g., funded, not funded, withdrawn, etc.).