

UNIVERSITY OF SAN FRANCISCO'S PROPOSAL SUBMISSION PROCESS



Have you Spoken to your Dean prior to submitting?

Approval of your Dean is required two times in the fund seeking process. Check in with your Dean.

OCG requires that finalized proposals and relevant documents with all USF approvals be submitted no later than twenty (20) business days prior to the sponsor deadline.

This ensures adequate processing and quality assurance.
Please plan accordingly.



STEP ONE

IDENTIFY SPONSOR AND APPLICATION PREP

Are Human Subjects being used for grant proposals?

Please review the USF's [IRB Process](#).

Are you partnering with another institution or university to prepare and submit a proposal?

Please contact OCG at grants@usfca.edu first.



STEP TWO

COMPLETE THE INTENT TO APPLY FORM

The [ITA Form](#) submission alerts your college/division, OCG, the IRBPHS and the Senior Vice Provost that you are planning to submit a letter of intent or a proposal to an external funding agency.



STEP THREE

DISCUSS PROPOSAL WITH OCG

Once OCG has received the Intent to Apply form, we will contact you to discuss your proposal. We will help you to develop a budget and complete a timeline for preparing the proposal.



STEP FOUR

OBTAIN ALL USF APPROVALS AND NEED DOCUMENTATION

OCG will prepare a [Proposal Approval Form](#) for your signature and obtain needed Dean and Vice Provost approvals, including for any faculty time commitments and cost share.



PROPOSAL READY TO SUBMIT

For NIH and other federal grant applications, OCG staff will upload the final version of the proposal into Grants.gov.
For paper submissions, OCG staff will duplicate and mail proposals at least 20 business days prior to the agency deadline.



If you have question,
please contact the Office of Contracts and Grants at:
grants@usfca.edu