Belmont University  
Office of Grants & Sponsored Research  
Policy on Proposal Routing & Approval

Authors of proposals must obtain the endorsement of the appropriate dean or VP prior to submission to an external sponsor. Proposals originating in an academic unit must route from chair(s) to dean to the Office of Grants & Sponsored Research (OSGR) for final Provost approval.

Steps to a successful proposal submission:

1. **Develop the idea for a grant proposal.**
2. **Investigate potential sponsors.**
   With OSGR assistance, research priorities, past awards, deadlines and policies.
   NOTE: In cases where the potential sponsor(s) is a private foundation, OSGR will consult with Belmont’s Office of Development (OD) to gain clearance to approach the sponsor with the proposal. OSGR will also recruit Development’s strategic expertise and historic knowledge of any past relationships with Belmont.
3. **Review proposal idea and sponsor with Department Chair and/or Associate Dean.**
   The goal of these conversations:
   * Secure support and advocacy of the project.
   * Consider faculty workload, career advancement, and department agenda.
   * Review budget, physical space, needed match and equipment requirements.
4. **Complete a one-page project abstract and a Belmont Proposal Routing Form.**
   The abstract is very important. First, it’s an important tool in talking to program officers about an idea. Second, it attaches to the Belmont Proposal Routing Form. Below are the steps for completion:
   a) Get these signatures on the Proposal Routing Form:
      i. Department Chair or Associate Dean
      ii. Dean of the College or School
   b) Deliver endorsed documents to the OSGR Director.
      Once steps 4a) and 4b) above are completed, the OSGR Director distributes the form and abstract to the Provost’s Council prior to the weekly meeting.
5. **Begin work with the appropriate office, OSGR or Development, to complete the proposal according to sponsor’s guidelines.**
   Following instructions from the sponsor is imperative. Time may be needed for a literature review, a multi-year budget, the securing of support letters. READ all instructions and guidelines.
6. **Submit the proposal following Belmont’s policy and the sponsor’s policy.**
   * Proposals from academic units are submitted only after review by OSGR.
   * Federal programs are submitted electronically by OSGR.
   * Private and state government proposal directions vary according to sponsor. Corporate proposals and many foundation proposals are submitted through the Office of Development. NOTE: Academic projects must route through OSGR first.

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