

## CAES Office of Research and CAES Business Office

### Grant Proposal Support and Submission Process

The CAES is committed to aggressively supporting grant proposal efforts by its faculty. Toward this end, the CAES Business Office and the respective Associate Deans for Research, Extension, and Academic Affairs form a proposal support system with the following roles:

- **Associate Deans:** Advise in strategic areas such as the suitability of the project for the RFA, identification of alternative funding opportunities, and assisting in identifying potential collaborators.
- **CAES Business Office:** Directly supports the PI during the pre-submission process. Provides logistical and clerical support during proposal development, assembles proposal, conducts thorough review of proposal documents, and submits proposals.

#### Proposal Submission Process:

1. The Contracts and Grants team within the CAES Business Office supports each type of proposal from the Athens, Griffin, and Tifton campuses.
2. As soon as the PI considers submitting a proposal, the Contracts and Grants team asks that they complete the [Grant Submission Survey](#). This will allow the team to initiate the transmittal form in UGA's grant submission portal, review the program announcement, and begin the proposal submission process.
3. A Contracts and Grants team member will contact the PI to offer assistance with the proposal and may have additional questions about budget preparation, subcontract, or other areas.
4. As the proposal is developed, the Contracts and Grants team member will continue to assist the PI in development, budget development, uploading documents, and revisions as needed.
5. When the PI is ready to submit the proposal, a DLSA from the Contracts and Grants team will perform a final review of the proposal, give feedback on potential errors, and submit the proposal.

The CAES Business Office strives to serve as a supportive, user-friendly resource for faculty during the grant submission process. We hope this will enable faculty to focus on the science of their proposals, increase proposal submissions, and gain more funding.