Locate funding opportunities through the Grants Resource Center GrantSearch database or Grants.gov. Please contact ORSP for further guidance in locating funding - 903.886.5963

Review the solicitation of the sponsored program to verify that it is a good match for your project and that you can meet the submission deadline.

Notify the Office of Research and Sponsored Programs (ORSP) of your intent to apply as early as possible. The ORSP Staff will meet with you to discuss the specific requirements of the application, provide any needed resources for developing your proposal (templates, samples, budget calculations, etc.), assist you in drafting a preliminary budget based on the needs of your project, and establish timelines for completing and submitting the application.

Provide information regarding your intent to apply for a grant to your Department Head and obtain any university commitments that are required by the Sponsor (i.e., letters of endorsement). You may need to involve your College Dean to obtain additional commitments if required. Written authorization for cost sharing/matching must be obtained from the College Dean and Vice Provost for Research.

Prepare your proposal/application packet in collaboration with the ORSP Staff. The ORSP staff will assist you with:
- Carefully reviewing the sponsor’s guidelines to determine the sponsor’s technical requirements
- Reviewing your application documents against the sponsor’s guidelines and providing suggested edits when needed in order to meet the sponsor’s technical requirements for format and required content
- Developing your budget to meet the guidelines of the sponsor and requirements of the university (fringe benefits rate, indirect cost calculation, estimated increase for cost of living, etc.)
- Sending your narrative documents to an external grant writer/reviewer for an external review
- Developing a clear and well explained budget justification
- Obtaining internal letters of endorsement from the Provost
- Completing the application/proposal forms
- Completing the internal routing process for proposal submission approval
- Submitting the application

Submit your application/proposal including the internal proposal approval document to the ORSP no later than 5 working days before the submission deadline date.

When the internal routing is complete, the ORSP will submit your proposal/application electronically or through US mail.