GRANTS PLANNING FLOW CHART

	1	2	3	4	5	6	7	8
Project PI	Division Head CoPI(s)	Associate Vice Chancellor of Advancement	Director, OIT	Director, Physical Plant	SACS Liaison	VCAA And/Or Dean, Student Affairs	VCBA	Chancellor
Identify nee	ed for project							
Brainstorm p	roject content							
Identify	L potential funding	sources						
Write draft g	rant proposal							
Edit, correct, change proposal								
Proofread proposal								
Additional	Corrections							
Final rev	iew and check pr	oposals						
Sign cover sheet Copy & submit proposal*	Division Head review content & sign	Review & sign re funder guidelines	Review & sign if tech purchase or support	Review & sign if installation requires support	Review & sign for conformity to SACS	Review programmatic content & sign	Review, OK budget & sign	Review & sign cover sheet, grant, cover letter and assurances

^{*}Submit copy to Office of Grants