



CHS – Sponsored Programs Office (SPO)

Submitting a Grant Proposal



VCU

College of Humanities
and Sciences

What CHS-SPO can do for you!

Assist with...

Grant Development



Pre-Award



Post-Award

Learning about grant writing and development.

Developing ideas based on research interests.

Fostering collaboration between faculty across CHS and VCU.

Finding funding opportunities.

Development and preparation of budgets.

Obtaining cost share authorizations.

Coordinating support letters.

Completing sponsor forms.

Coordinating with external collaborators.

Reviewing and editing proposal sections.

Writing of non-technical proposal sections.

Coordination of large scale/complex proposals (e.g. Center Grants)

Award set-up.

Post-award actions, modifications, and requests (e.g. no cost extension).

Financial grant management guidance.

Email chsresearch@vcu.edu with questions and requests about these topics.

Overview of How to Submit a Proposal

Step 1

- Investigators/Project Directors must complete the [online proposal processing form](#) as soon as possible but at least **three weeks prior to the deadline**.

Step 2

- The final budget, budget justification, biosketches/CVs, and a draft of human subjects section (if applicable) must be submitted to the CHS-SPO a minimum of **10 business days before the deadline**.

Step 3

- Investigators/Project Directors must be available to route the proposal in RAMS-SPOT for internal processing.

Step 4

- Final science and all other documents must be submitted no later than **3 business days before the deadline** (this means that no editing should occur after this point).

Step 1: Notify CHS-SPO

- Investigators/Project Directors must complete the [online proposal processing form](#) as soon as possible but at least **three weeks prior to the deadline**. This form provides the CHS Sponsored Programs Office (SPO) with vital information needed to submit the proposal in a timely, accurate, and efficient manner.
 - For proposals with complex elements (e.g. subrecipients, cost sharing/matching, foreign collaborators, industry partnerships, and external submission systems) the CHS-SPO should be should be notified at **least 1 month prior to the deadline**.

Step 2: Submit Initial Documents

- The *final budget, budget justification, biosketches/CVs, and a draft of human subjects section* (if applicable) must be submitted to the CHS-SPO a minimum of **10 business days before the deadline**.
 - Email the documents to chsresearch@vcu.edu

Step 3: Route in RAMS-SPOT

- Investigators/Project Directors must be available to route the proposal in RAMS-SPOT for internal processing.
 - This typically occurs **7 days prior to the deadline** and if off-campus, will require the ability to access VPN.

Step 4: Submit Final Documents

- *Final science and all other documents* must be submitted no later than **3 business days before the deadline** (this means that no editing should occur after this point).
 - Email final documents to chsreaserach@vcu.edu
 - Final science documents typically consist of: abstract, project summary, specific aims, research strategy/project description/research plan, project narrative, human subjects, and references.
 - Other documents typically consist of: evaluation plan, work plan, logic model, facilities and other resources, letters of support/collaboration, statement of work, current and pending support, and data management plan.
 - *Document submission after the 3 business day deadline will require approval from the CHS Associate Dean for Research. To request an exception to the 3 business day policy, please e-mail chsresearch@vcu.edu and CC ilangberg@vcu.edu providing a rationale for the exception, the specific documents the exception would apply to, and a proposed timeline.*

**We look forward to
working with you!**



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