Proposal Development

Welcome to Proposal Development. The Institute for Research and Collaboration is here to support faculty and University personnel in the pursuit and administration of externally funded grants and contracts, in compliance with the requirements established by Federal and State laws, sponsor rules and regulations and University policies and procedures.

Where can JSU faculty and staff get help with Proposal Development?

The Coordinator of Proposal Development assists faculty and staff in locating funding opportunities, developing proposals and obtaining approval within the university.

The Restricted Funds Accountant provides budget and accounting support for all awarded grants and contracts.

The Project Manager is available to assist PI's in the development and administration of program requirements.

We are here to help you in the preparation of proposals by assisting you in the pre-award, award, and post-award activities. We provide advice and assistance with identifying potential sources of funding, development of projects, budget preparation, completing applications, proposal editing and review, as well as other aspects of the proposal development process. A Checklist to assist you in the process is included in this guidebook. We serve as the facilitator to aid the principal investigator from project inception to closing of a funded grant or contract.

- All Grant/Contract/Agreement proposals for service(s) by Jacksonville State University are to be processed and approved as noted in the referenced policies.
- A copy of each approved Grant/Contract/Agreement must be filed with the Office of Planning and Research, External Compliance, and the Restricted Funds Office.
- All costs, including applicable fringe benefits, must be deducted from funds received through the Grant/Contract agreement.

Information on funding opportunities is made available through the following sources:

Grants.gov
Catalog of Federal Domestic Assistance
Federal Register
Commerce Business Daily
National Science Foundation Bulletin
National Endowment for the Arts Guidebook
National Endowment for the Humanities Guidebook
NIH Guide for Grants and Contracts
OIRA Website
Grant Sourcebook for Higher Education
Federal Grants Management Handbook

These materials are available online and/or in the JSU Library. The Internet and library has an array of resources available to help you begin the proposal development process.