Polytechnic External Engagement Flow Chart
Visit Sponsored Projects Accounting for Information on Award Management

I have an idea! How do I get started?

Please talk to your supervisor AND share with the Associate Dean of Research and Engagement.

Meet with your supervisor and Associate Dean to make a project plan and white paper with a ROM Budget.

Does this project require funding and/or resource commitments?

No

Yes

Do you need help to identify this funding?

No

Yes

What kind of funding is it?

Grant - Campus Grant Specialist will assist in either funding search or RFP response.

Donation - Contact KSU Foundation.

Other (i.e. internal) - Contact Fiscal Services.

I have an organization that wants to work with me/us directly.

What's the project, who will it benefit, how much will it cost, when will it happen?

Use this information to search for funders on your own.

Bring this information to Grant Specialist to search for funders.

Evaluate potential funders and opportunities.

Identify a funder whose goal closely matches your project parameters.

Using the grant RFP, identify what is needed in the application - start gathering needed documents (begin the budgeting process early as it will take the most time).

If subject to human subject, export or security controls, contact Office of Sponsored Research to access and complete required training.

Allow 1-2 months for a simple application, up to 1 year for complex collaborative proposals.

At least 2 days before deadline, make a final check of all information in the application.

Application submitted by Pre-Awards or Grant Specialist 24 to 48 hours before deadline.

Work with KSU Foundation staff and donor/sponsor to legally accept the donation or sponsorship.

Work with Grant Specialist or on your own to complete it. Allow enough time for multiple edits.

Ask a peer to review the completed grant application. Make additional edits.

No less than 2 weeks before proposal deadline, send completed budget and draft narratives to Pre-Awards for review (Grant Specialist can assist).

Send out for signatures of PI, supervisor and dean no less than 1 week before deadline. Submit final versions of all grant documents.

If this is a direct contract, engage with the Associate Dean of Research or Grant Specialist to execute the K-State contracting process.

I’m responding to an RFP