

# Grant Writing Process

## Mercer University School of Medicine

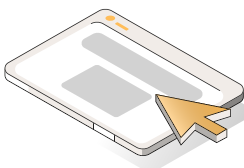
1



### Locate Funding Opportunity

Identify the opportunity you wish to pursue and submit it, along with your draft project idea(s), to the MUSM Project Management Office (PMO) for review. The PMO will evaluate the opportunity for alignment with MUSM's mission and ensure there is no duplication of efforts. If you need assistance in finding an opportunity, the PMO is available to help.

2



### Design The Budget

Using the MUSM budget template, create a draft budget. MUSM PMO or MUSM finance will calculate fringe and IDC. All budgets must be sent to the PMO for review before proceeding. Only budgets approved by the MUSM finance office may be considered for submission.

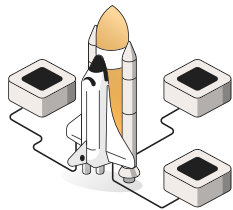
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### Write the Full Proposal

Following the guidelines from the funder, draft a full proposal, including all required attachments. The PMO can provide editing and proposal reviewing assistance. The full proposal should be sent to the PMO for final review before submission.

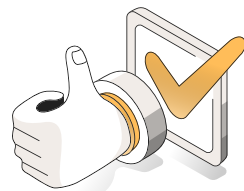
4



### Complete Proposal Transmittal Form (PTF)

The PMO will work with principal investigator (PI) to initiate the PTF. The PI's responsibility is to sign/date and have the department head to sign/date. The PMO will gain all other required signatures. Do NOT send the PTF and application directly to the dean's office.

5



### Submission of Grant Package

All grant proposals + all required documents, including the PTF, must be finalized no less than 10 days before the funder's submission date. Failure to complete these steps in a timely manner, may result in a non-submission.