

# Steps for Submitting a Proposal

## 1. Identify Funding Opportunity

Follow solicitations on [Grants.gov](#), [Grant Forward](#) or other sources.

## 2. Notify the Research Administrator (School, Department or Center)

Tell him/her: (1) solicitation you intend to apply to, (2) funding source, (3) due date, (4) who will work on the proposal, (5) your budget parameters, (6) period of performance and (7) any requirements for regulatory review. (If your solicitation limits the number of proposals that can be submitted from USC, also contact the Office of Research to request permission to submit your proposal.)

## 3. If Applying to a Health and Human Service (HHS) Agency

Make sure that you have a current financial disclosure submitted through [diSClose](#) (annual disclosure is required). In addition, make sure that your conflict of interest training is current (must be within four years). These are required to submit a proposal to HHS.

## 4. Write Your Proposal

Try to finish a first draft at least several weeks in advance of the due date. Give your draft to others for review; edit and revise.

## 5. Prepare Your Budget

Identify your costs and develop a budget consistent with the solicitation or guidelines (being mindful of things like the [NIH Salary Cap](#)). Costs must be reasonable, allowable and allocable to the specific project. Refer to the [Budget Guidelines](#) and [Budget Template](#) to facilitate proposal budget development. High-level budget information will need to be entered in [Kuali Coeus](#) (KC) prior to routing and approval. Your Research Administrator can assist you in budget development.

## 6. Route the Proposal For Any Needed Approvals

Route the proposal for approval (via [KC Pre-Award](#)) once you have completed the mandatory questions, and uploaded or attached your budget and proposal (at least one week in advance of due date). DCG has developed a [Pre-Award Checklist](#) to assist proposal development.

## 7. Submit the Complete Proposal to DCG

The complete proposal should be routed to DCG at least three business days in advance of the proposal due date. This process is automated if using KC.

## 8. DCG Will Review & Submit the Proposal

DCG will review the proposal consistent with the solicitation and/or sponsor guidelines. DCG will also work with you and your research administrator to make corrections and submit the proposal to the sponsor once corrections are made.

## 9. DCG Will Provide Confirmation

DCG will provide confirmation to you and your research administrator when the proposal has been received by the sponsoring agency, for digital submissions.