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**University Advancement**

**Corporate and Foundation Relations, Pre-funding Support**

**Three Week Proposal Preparation Timeline**

**Principal Investigator (PI, Faculty or Staff member):**

**Funding Opportunity:**

|  |  |  |
| --- | --- | --- |
| Completed  | Action Item | Date Due |
|  | **WEEK ONE – Research and Coordination**  |  |
|[ ]  PI sends CFR0F[[1]](#footnote-1) Director information on the foundation (if applicable); and requested areas for funding: travel, materials, staffing, student assistants, course release, summer pay, overload pay, other. |  |
|[ ]  PI notifies Dean and School Director/Department Chair of the intent to submit a proposal for funding. |  |
|[ ]  CFR Director reaches out to foundation contact to determine if project is a good fit (if applicable)  |  |
|[ ]  PI discusses writing and editing needs with College Development Liaison and CFR Director. |  |
|  | **WEEK TWO – Writing and Editing**  |  |
|[ ]  PI sends CFR Director draft narrative, budget and budget justification.  |  |
|[ ]  PI confirms Dean and/or School Director approval and support of proposal with email indicating approval or signature at bottom checklist here.  |  |
|[ ]  CFR Director sends edits to PI for review and finalizing proposal and budget.  |  |
|[ ]  PI sends final narrative, budget and budget justification to CFR Director.  |  |
|  | **WEEK THREE – Approval and Submission**  |  |
|[ ]  Complete internal approval process (review and signature of University Advancement Vice President and PI’s Department) with assistance from CFR Director. |  |
|[ ]  PI and CFR Director assemble proposal application. |  |
|[ ]  PI and CFR Director review final application and submit. |  |
|[ ]  CFR Director and/or PI monitor email messages for proposal submission confirmation or requests for additional follow-up. |  |

Please note, if you are unable to meet a due date as listed, immediately contact CFR staff or your College’s Development Liaison to avoid possibly jeopardizing your proposal submission. For any questions please contact, Christine Andersen at candersen@csusum.edu, x 7310

**Approval signature from Dean/Leadership**



1. Corporate and Foundation Relations (CFR) [↑](#footnote-ref-1)