Proposal/Prospect Development Step-by-Step Guide for Faculty/Staff @ MICA

Please use the following steps to guide you throughout the process of seeking external funding of $5,000 or more from a Corporation, Foundation, or Government Agency. For detailed instructions, please review MICA's External Fundraising Guidelines. If you are a staff member seeking external funds, please refer to the Step-by-Step Guide for Staff.

Steps
1) **Contact the Office of Graduate Studies and Research or Undergraduate Studies** to discuss your project idea or specific prospect. The appropriate office will review the funding area and assist you in assessing the viability of this approach in concert with MICA's Advancement Office.
2) **Develop your project description and budget**. Develop a summary description, including: the project's significance (to MICA, to the field, and the larger community); the role of key personnel and external partners (if applicable); institutional resources required or created by this project; and your plan for evaluating the success of this project. Your budget should capture projected expenses necessary to execute the project, including a portion of your salary, equipment needs, promotion/marketing, etc.
3) **Obtain Approval**. Appropriate offices will sign off if project/prospect approved.
Working in concert with the assigned Advancement Officer on the following:
4) **Develop full proposal, final budget and cover letter** for each funding source, according to the funder's specifications. Submit final drafts to the Advancement Office and your immediate supervisor for review **4 weeks (20 business days) prior to the funder's deadline to allow for review and revisions**. This allows for: • A thorough review of your entire proposal package and time for you to modify if any errors or omissions that are found. • It enables us to work your proposal into a larger pipeline of proposals, reports and letters of intent that are continually flowing through MICA. • And it provides a margin of flexibility for unforeseen delays (such as technical difficulties with on-line application system) that often occur during the final submission process. In short, it enables us to promise you an on-time, accurate submission of your request.   5) **Make any suggested changes** & e-mail final proposal documents to the Office of Research with completed Proposal Submission Form **at least 2 weeks (10 business days) prior to the funder's deadline**.

After your proposal has been successfully submitted, you will receive an e-mail with a PDF of the full proposal package for your records and any communication from the funder regarding the status of your proposal from the Development/Corporate Foundation and Government Relations Department.