Central Connecticut State University (CCSU) encourages faculty and staff to engage in research and other scholarly activities as part of their professional development. The Grants and Funded Research Office (GFR) can assist in identifying funding sources and preparing grant proposals. Proposal preparation assistance includes review and interpretation of application requirements, budget preparation, including the calculation of salary and fringe benefit figures, determination of the appropriate indirect cost rate to use, satisfying matching funds requirements, and coordination of the proposal approval process documented by the completion of the CCSU Grants and Funded Research Routing Sheet.

Please note that CCSU policy requires that all external funding applications be submitted through the Grants and Funded Research Office. Please allow at least five (5) business days to obtain administrative approvals and signatures.

Processing of grant requests for external funding involves the following steps:

1. **Principal Investigator or Project Director (PI/PD):** The PI/PD should inform GFR early in the grant writing process that a proposal is being written, and of the expected submission deadline. This allows the PI/PD to access GFR support services for proposal creation, budget development, and proposal review and editing. GFR will also review proposals for compliance with agency/sponsor guidelines, university, state and federal policies.

2. **CCSU Grants and Funded Research Routing Sheet:** The form should be completed by either GFR or the PI/PD when the proposal is sufficiently complete to allow administrative review. The PI/PD then takes the CCSU Grant Routing Sheet along with the final proposal and meets with his/her Department Chair to discuss the project.

3. **Department Chair Review:** The Chair reviews the proposed project to ensure that it is feasible with respect to personnel and material resources of the department. If approved, the Department Chair signs the CCSU GFR Routing Sheet. The PI/PD should then return the proposal and signed CCSU Grant Routing Sheet to GFR. The deadline for doing this is 5 business days prior to the proposal deadline.

4. **Grants and Funded Research Office (GFR) Review:** After this review, GFR signs the CCSU Grant Routing Sheet and routes the proposal to obtain administrative approval. Approval by the following Institutional Officials is determined by their assessment of the proposal’s consistency with institutional/departmental missions and the proposed level of commitment of institutional resources, including personnel, time, space, fiscal and material resources:
   - Dean(s)/Chairs/Supervisors
   - Provost or appropriate Vice President
   - Chief Financial Officer
   - Other Approvals: As determined by the project or research it may be necessary to obtain other approvals from Facilities and/or other Departments. It will be the responsibility of GFR to work in conjunction with the PI/PD to obtain other necessary approvals.

5. **Final Changes and Submission:** The proposal and signed CCSU Grant Routing Sheet are returned to GFR which will be responsible for final submission to the agency/sponsor.

For more information about the grants process, please contact the Office of Grants & Funded Research at (860) 832-2365 or grants@ccsu.edu