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College of Engineering Reference Guide to Developing External Grant Proposals

Faculty members spend a significant amount of time developing grant proposals for both internal

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Proposals that involve the use of labs, cost share, or course release time
If the proposal activities involve the use of research labs, have a cost share requirement, or if the
PI plans to request course release time, have a discussion with your department chair about the
availability of lab space, the plans for cost share, and compatibility with your teaching duties in
the project period.
Collaborative multi-institutional proposals
If the proposal under development is multidisciplinary or is a collaborative effort with multiple
institutions, consult with the Research Development team as early as possible to identify possible
collaborators outside the college, and to learn about parallel proposal development efforts on
campus. Similarly, if you are considering subaward organizations or other external personnel
(e.g., consultants, independent evaluators), please alert the Research Development team to help
plan ahead accordingly.
Human subjects, animal care, and biological agents
If the proposal involves the use of human subjects, consult with the Institutional Review Board
(IRB) early in the process. If your project plan involves human participants in interviews, surveys,
or experimental interventions, a protocol must be submitted to and approved by the IRB before
the research begins. Likewise, if the proposal involves the use of animals or animal tissues,
consult with the institutional animal care and use committee (IACUC) as early as possible. If the
proposal involves biological agents,
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