

COE Grants Timeline

The following provides a rough timeline of a *typical* grant (note that your grant may vary depending on its funding source and complexity).

STEP NUMBER	WEEKS BEFORE SUBMISSION	NOTES
1. Identify grant topic	-	Start of Grant Process
2. Search online for available grants/identify matches	-	Can be days to weeks depending on the size and specificity of the grant topic
3. Review and select a specific grant opportunity	12	Once a series of potential grant opportunities have been found, review to see which one is the best match for the grant you wish to develop
4. Notify Grant Specialist (Ray Amirault) – NOTE: do not contact the grantor organization before speaking to the Grants Specialist	12	Notify the Grants Specialist as soon as a possible grant opportunity is identified so that the initial Cayuse record can be created
5. Develop project abstract, description, and budget	8	Allow at least one to two months for your grant materials to be developed
6. Provide these materials to the Grants Specialist – note timeframe requirements	7	Discuss with the grant specialist the upcoming due dates for the specific grant
7. Grants Specialist continues constructing online Cayuse grant record and works with you to develop the grant	4	Can be one to two months
8. Finalized grant record completed and submitted in Cayuse	1	RSP requires that all finalized grant materials be submitted at least five days before due date; a week or more is preferable for large or complex grants
9. When RSP approves, the grant application is routed for approval	1/2	Usually one to three days
10. After all approvals, RSP submits the grant on your behalf	SUBMISSION	Wait until response from grantor

Your COE Grant Specialist is **Dr. Ray Amirault**. Contact Ray at ray.amirault@ilstu.edu .