

UMSL Campus Procedures

UMSL Proposal Submission Process for the Campus Compact Micro-Grant Applications

1. Inform Ginny Schodroski of your intent to submit a proposal two weeks in advance of the submission date.
2. Complete the budget and the Proposal Signature Routing Sheet that accompanies all external grant proposals. Submit this to ORA one week in advance of the submission date.
 - a. Ginny Schodroski (x 5284) is happy to steer you through this process.
 - b. This will entail completing the PeopleSoft Grants Module where you will enter the data for the proposed Budget (the Budget for the proposal must be completed in PeopleSoft).
3. Be sure to begin this process *well in advance* of the submission due date. Signatures are needed from your chairperson, your dean, and V.P. Arshadi (signed when delivered to ORA).
4. Submit two printed copies of the proposal with the signature page to the Office of Research Administration. One copy will be on file in ORA; one copy will be on file in Academic Affairs at the Center for Teaching and Learning.