



STEP 1: SHARING YOUR GRANT PROJECT

- Meet with a Rider Grant Officer(s) to develop a plan and timeline for your submission and define roles and responsibilities
- Before* beginning your narrative and budget, if your proposal requires the following elements, **seek direct guidance from your Dean and a Grants Officer** before proceeding with your application:
 - Development of a new course or curricular changes.
 - Scholarship support for students
 - Use of space on campus (e.g. office space, storage for new equipment, use of theatre, etc.)
 - University-level partnerships across Divisions
 - Institutional Cost-Share (including commitments involving the Financial Aid Office)
- If your proposal requires internal collaboration across departments or divisions, plan to hold a meeting with key stakeholders including your Dean, to plan proposed activities.
- If your proposal does not involve elements listed above, share your intent to develop a grant project with your Department Chair and Dean and proceed to Step 2.

STEP 2: PREPARING FOR RIDER'S GRANTS APPROVAL PROCESS

- Provide Rider Grants Officers with regular drafts of your narrative, supplemental proposal files and budget to receive constructive feedback before beginning the Grants Approval process.
- Two weeks prior to submission**, share draft narrative and budget with your Dean for feedback if proposal requires elements listed above.
- Five business days prior to the submission deadline**, provide the Grants Manager with a final draft of the narrative and budget for circulation with the Rider Grants Approval Form.