

INSTRUCTIONS

Welcome to Applying for a Grant! Presented by the CFAES Grant Development Support Unit.

OBJECT:

The object of the game is to become a proposal master by learning the grant seeking process. Win the game by collecting grant dollars, advancing your research and/or extension mission, and saving the world through scientific discovery and service enrichment!

STEP 1- CHOOSE YOUR PLAYER!

Looking for a funder for your idea? SPIN the wheel to find the perfect funding opportunity!

Ohio State University provides a campus-wide subscription to a database called SPIN that makes it easy to sort through funders by your area of interest, location, and more. [Create a SPIN profile](#) to adjust the game settings to your level of expertise.

Don't forget! You can always go back to the guide book - additional opportunities and resources can be found on the [GDSU website](#). You must have Principal Investigator status through the University to submit external applications, click [here](#) for Extension guidelines.

STEP 2- GO COLLECT KNOWLEDGE & SUPPORT!

Contact the CFAES Grant Development Support Unit (GDSU). Think of us as your coach – we know all the rules and strategies to help you succeed!

We provide guidance on grantsmanship, budget templates, proposal forms, and can help you navigate through the application process, serving as your liaison with OSP. To request GDSU services, [visit here](#).

STEP 3- STOP!

Head directly to your SPO for mandatory budget review to be sure you don't "bankrupt" the project.

The SPO will review your budget and application to ensure you have met sponsor and university requirements. The SPO is the signature authority to submit grants and accept awards. If you don't follow the proper rules and requirements, you may find yourself back to the start, and miss out on a grant opportunity.

STEP 4 – TALLY THE SCORE!

You're almost there! Once your SPO has approved the budget, complete the [ePA-005](#) – the University required form to pursue external funding. This form is routed for signature to your Co-Investigators, department chair(s), and college level approvers. It provides a chance for you to allocate the appropriate credit to your Co-I's and cost centers.

STEP 5 – CHANCE?

It's time to play your cards! Work with your SPO to determine if you should submit directly to the sponsor or if the SPO should submit. Different sponsors have different submission requirements.

STEP 6 – COLLECT YOUR BANK!

Congratulations, your project was funded! Send an unsigned copy of the agreement/letter to your SPO. They will communicate with the sponsor during the negotiation and signature process and will set up the award in Workday. You've won!

Now... ready for another round?