

# Scripps College Proposal or LOI Checklist



This is a general checklist designed to assist Scripps faculty members in the grant seeking process. For additional assistance or more information, please contact the Office of Foundation, Corporate & Government Relations at [fcgr@scrippscollege.edu](mailto:fcgr@scrippscollege.edu) or the Dean of Faculty's Office. Good luck!

## Phase 1: Finding a funding opportunity

1. Looking for funding opportunities? Contact Gretchen Edwalds-Gilbert or the Office of FCGR.

Completed

2. Notify Gretchen Edwalds-Gilbert about your intent to apply for a grant or submit a LOI. Provide her with the funding opportunity name and submission deadline.

Completed

## Phase 2: Preparing to submit your proposal or LOI

1. Once you identify a funding opportunity, start preparing your proposal or LOI early: 4-6 weeks ahead of the submission deadline is recommended.

Completed

2. Read through the application requirements of the funding opportunity carefully. You are responsible for making sure that your proposal/LOI adheres to funder requirements.

Completed

3. To plan for course release or leave, contact the Dean of Faculty.

Completed

4. If your project requires cost-sharing or matching funds, contact the Dean of Faculty for approval.

Completed

5. Need help writing your proposal or LOI? Need advice on what a funder is looking for? Contact the Office of FCGR.

Completed

6. For help crafting a budget, contact the Office of FCGR. Please include sales tax on all equipment purchases.

Completed

7. For assistance with data collection pertaining to institutional programs, outcomes, and performance, contact the Office of FCGR.

Completed

8. For budget rates, Employee/Tax ID Number, DUNS number, or other institutional details, contact the Office of FCGR. For IRB questions, contact Gretchen Edwalds-Gilbert.

Completed

9. All external grant proposals and/or LOIs must be reviewed and approved by the College prior to submission. Download and complete the Grant Proposal or Letter of Inquiry Processing Form. Include a copy of your full proposal or LOI; if a full proposal is not complete, please include an Executive Summary and Budget Detail. Submit the form to the Office of FCGR **at least 1 week prior** to the proposal/LOI submission deadline to allow time for FCGR to obtain the necessary institutional signatures.

Completed

### **Phase 3: Submitting your proposal**

1. If an institutional official is required to submit your proposal or LOI to the funder or supply a letter in support of your project, contact the Office of FCGR to coordinate this process.

Completed

2. Make sure that **both** the Office of FCGR and the DOF's office has a copy of the final version of your proposal and budget or LOI prior to its submission.

Completed

### **Phase 4: Congratulations!**

If you receive an award, the Office of Foundation, Corporate & Government Relations will be in touch with you regarding next steps.

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For more information, please contact [fcgr@scrippscollege.edu](mailto:fcgr@scrippscollege.edu)

*Foundation, Corporate & Government Relations*  
Juliette Cagigas, x71544  
Director of FCGR  
[jcagigas@scrippscollege.edu](mailto:jcagigas@scrippscollege.edu)

*Office of the Dean of the Faculty*  
Gretchen Edwalds-Gilbert, x79100  
Associate Dean of the Faculty  
[gedwalds@scrippscollege.edu](mailto:gedwalds@scrippscollege.edu)

Mary Livesay x76245  
Assistant Director of FCGR  
[mlivesay@scrippscollege.edu](mailto:mlivesay@scrippscollege.edu)  
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