### How the Office of Sponsored Programs Can Help

**Develop a Fundable Idea**
- Help refine project goals to meet funding criteria
- Identify the resources needed to achieve goals

**Locate a Funding Source**
- Search for grant opportunities
- Read guidelines to ensure compatibility with goals

**Prepare a Proposal**
- Assist with proposal formatting and editing
- Assist with budget development

**Submit the Proposal**
- Secure internal approvals
- Upload final documents for submission

**Accept the Award**
- Review sponsor’s terms and conditions
- Coordinate award documents and contracts

**Set Up the Award**
- Create PeopleSoft cost center for grant
- Discuss award terms and conditions with faculty

**Manage the Award**
- Provide fiscal oversight for compliance
- Prepare financial status reports for sponsors

**Close Out the Award**
- Submit final financial reports
- Close out PeopleSoft cost center